



SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

MARCH 10, 2016

6:00 P.M. CITY COUNCIL WORKSHOP

1. Ford Family Foundation “Listen and Learn” Discussion – *Roque Barros, Ford Family Foundation*
2. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

III. CONSENT AGENDA

A. Minutes

1. March 26, 2015 – Workshop
2. April 09, 2015 – Quarterly Workshop with County Commission
3. February 25, 2016 - Regular Meeting - Pulled
4. March 03, 2016 – Workshop

B. Bills to Approve

1. March Accounts Payable

IV. STAFF REPORTS

A. March Staff/Council Work Plan

B. New Business License Report for February 2016

V. COUNCIL BUSINESS

- A. Public Hearing and Consideration of Ordinance No. 468: AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 1.3 (DEFINITIONS), CHAPTER 2.2 (RESIDENTIAL DISTRICT), CHAPTER 2.3 (MULTI-FAMILY RESIDENTIAL DISTRICT), CHAPTER 2.4 (DOWNTOWN COMMERCIAL DISTRICT), AND CHAPTER 3.2 (LANDSCAPING AND SCREENING) - *D. Reed***

This agenda is also available via the Internet at www.ci.sisters.or.us

*The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*

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B. Discussion and Consideration of Ordinance No. 469: AN ORDINANCE OF THE CITY OF SISTERS CREATING THE HOUSING POLICY BOARD –*P. Davenport*

C. Discussion and Consideration of a Motion to Approve the Request for Proposals (RFP) for a Transportation System Plan (TSP) Update – *P. Bertagna*

D. Discussion and Consideration of a Motion to Consider a Request for Waiver of System Development Charge (SDC) Fees for Three Single Family Lots of Affordable Housing at Sky Gate Subdivision – *P. Davenport*

VI. OTHER BUSINESS

VII. MAYOR/COUNCILOR BUSINESS

VIII. ADJOURN

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 26, 2015

MEMBERS PRESENT:

McKibben Womack Council President
David Asson Councilor
Wendy Holzman Councilor
Nancy Connolly Councilor

ABSENT:

Chris Frye Mayor

GUESTS:

Bob Bryant ODOT Region 4 Manager
Gary Farnsworth ODOT Project Manager
Joel McCarroll ODOT Traffic Engineer
Mike Darling ODOT Project Leader
Scott Baird Kittleson & Associates

STAFF PRESENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director
Patrick Davenport CDD Dir
Darcy Reed Associate Planner
Kathy Nelson City Recorder

ABSENT:

Lynne Fujita-Conrads Finance Officer

The meeting was called to order by Council President Womack at 5:35 p.m.

1. Roundabout Discussion

Director Bertagna stated representatives from the Oregon Department of Transportation (ODOT) were in attendance to provide an overview of the steps taken to date for the roundabout at the Highway 20/Barclay Avenue intersection. He stated design plans would be forwarded to Salem for approval soon. He reported there had been extensive public outreach as well as working with the freight industry on the plan. He stated as the next phase of the project began, staff and ODOT would like direction from the Council on what type of additional outreach should be undertaken. He stressed community education was an important aspect of the project.

ODOT Project Leader Mike Darling explained ODOT and Kittleson & Associates had been working with the freight industry and it was imperative to design a footprint that allowed trucks to maneuver through the roundabout effectively and safely. He reported once the design was approved, which was anticipated to be in the spring of 2016, right of way acquisition would begin and construction would take place in the summer and fall of 2016. He stated a huge part of the design process had been accommodating and addressing concerns from the freight industry.

Kittleson & Associates Scott Baird presented a video of the field driving tests performed at Deschutes County Fairground and Portland Meadows that provided an opportunity for members of the freight industry to drive through an area set up to accurately replicate the roundabout design. He provided detailed findings of the tests.

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ODOT Project Manager Gary Farnsworth provided a historical summary of the public involvement process. He noted the expectation was to keep the issue in front of the Council and public. He reported a meeting was planned in April with the Motor Carries Transportation Advisory Committee to discuss the plan with hopes of having a draft agreement by the end of April. He noted the need to acquire property for the project to build the improvements and that process would take about a year. **ODOT Region 4 Manager Bob Bryant** stated the April 9th meeting would focus on whether the freight industry could be accommodated by the design as well as knowing the City has confidence in the plan. **Councilor Asson** advised the Council was convinced but ODOT still needed to convince some members of the public, even after all the public outreach that had already taken place. **Mr. Bryant** responded there was time built into the timeline of the project for ongoing work with the community. **Councilor Connolly** offered that community member Carey Tosello had offered to assist with the education piece for the city.

Mr. Baird reminded the Council of the process the city went through three years prior which included meeting with the Council, hosting a public meeting and conducting a survey which indicated 94% of respondents were supportive of the roundabout. **Councilor Holzman** added that was a long time ago and it was important to make sure the public was aware of all the process that had occurred previously.

Councilor Connolly stated she had received calls from business owners concerned about Cascade Avenue being closed. **Mr. Baird** replied the road would not be closed at all and would have staged construction. **Mr. Farnsworth** stated keeping traffic flowing was an important aspect of the project. **Councilor Connolly** asked how the locked gate in the center of the roundabout would be accessed and **Mr. Baird** replied that detail had not been worked out yet. **Mr. Farnsworth** noted that all the trucks that participated in the field tests had been able to stay within the footprint of the roundabout and the need to open the gate would only occur on rare occasion.

Councilor Connolly asked where the City's portion of the funding would come from and **Manager Gorayeb** replied a portion would come from funds that had been collected related to the North Sisters Business Park and the balance would come from transportation system development charges (SDC).

Council President Womack asked for feedback on what the public process should look like and **Director Bertagna** replied getting community members to attend the public meeting was important in order to present the safety benefits as well as engaging the downtown businesses. **Councilor Connolly** stated she felt watching the field test video would alleviate a lot of concerns. **Councilor Holzman** suggested asking Art Davis and other local truck drivers to come and share their experience from the field test would be beneficial as well as posting mock-ups of the roundabout design in the City Hall lobby. **Manager Gorayeb** requested ODOT get the public outreach plan put together and send it over to the City for buy-in. **Councilor Connolly** stated it was also important to have a representative from the school district transportation team involved and **Manager Gorayeb** added representatives from the Planning Commission, Fire District,

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Oregon Department of Forestry, bike/ped community and the Forest Service should also be involved.

Councilor Asson questioned how questions related to the Locust Street/Highway 20 intersection should be handled and **Mr. Farnsworth** replied the intersection had been considered. He explained that both a short term and long-term plan were needed. **Director Bertagna** stated it was time to focus on updating the transportation system plan (TSP) which would re-focus attention on that intersection.

Mr. Farnsworth reported he had attended the State Transportation Commission meeting the previous week where funding for the Barclay Drive improvement project from the Immediate Opportunity Fund (IOF) was approved.

He reported ODOT would be nominating the Cascade Avenue improvement project for an American Transportation Award and requested a letter of support from the City. The **Council** was supportive of writing the letter.

2. Other Business

Due to lack of time, there was no other business.

The meeting was adjourned at 6:43 p.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

JOINT WORKSHOP MINUTES
SISTERS CITY COUNCIL/DESCHUTES COUNTY COMMISSION
520 E. CASCADE AVENUE
APRIL 09, 2015

MEMBERS PRESENT:

Chris Frye Mayor
David Asson Councilor
Wendy Holzman Councilor
Nancy Connolly Councilor

ABSENT:

McKibben Womack Council President

DESCHUTES COUNTY:

Alan Unger Commissioner
Tony DeBone Commissioner
Tammy Baney Commissioner
Tom Anderson County Administrator
Anna Johnson Public Communication Coordinator

STAFF PRESENT:

Andrew Gorayeb City Manager
Patrick Davenport CDD Director
Lynne Fujita-Conrads Finance Officer
Paul Bertagna PW Director
Kathy Nelson City Recorder

GUESTS:

Roger Lee EDCO Exec. Director
Capi Foote-Lewis Sisters Econ Dev Mgr

1. Quarterly Meeting with Deschutes County Commissioners

A. Welcome and Introduction

The joint meeting of the Sisters City Council and Deschutes County Commissioners was called to order at 6:06 p.m. by Mayor Frye and Commissioner Unger. Introductions were made and **Mayor Frye** welcomed County staff and visitors.

B. Sisters Economic Development Manager Sustainability Plan and Funding

Economic Development of Central Oregon (EDCO) Executive Director Roger Lee began with a Powerpoint presentation to provide an overview of the economic development program in Sisters as well as in the region. He explained the program in Sisters was based on the same concept used in Redmond, Prineville and Madras with efforts focused on traded-sector business development. **Sisters Economic Development Manager Caprielle Foote-Lewis** provided a summary of the expectation for the program in Sisters and provided a progress report on those expectation.

Commissioner Unger noted Sisters was a partner of the Greater Redmond Enterprise Zone and questioned if any business had taken advantage of those incentives yet. **Ms. Foote-Lewis** replied five companies had taken advantage of the enterprise zone incentives and she was expecting another three to participate within the next year.

Mayor Frye stated the City had recently taken steps to promote economic development in Sisters by expanding Ms. Foote-Lewis' position to full time, introducing a forgivable loan program and would soon be investing additional funds in the Chamber of Commerce by raising the transient room tax percentage paid to the Chamber to 50% for marketing and tourism needs. He added transient room occupancy was also on the rise so there was more revenue.

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Commissioner Unger noted in most communities EDCO only handled traded-sector and noted allowing Ms. Foote-Lewis to participate with commercial businesses was of great benefit. **Mayor Frye** voiced thanks to Deschutes County for its continued financial support of the economic development program in Sisters and stated he hoped the City would continue to receive that support. **Deschutes County Administrator Tom Anderson** stated funding for the program came from the lottery allocations Deschutes County received from the state and he was not expecting any additional funds and might even receive less than in previous years. He reported EDCO had not submitted a funding request to Deschutes County yet and the Commissioner would be presented with options during its budget session which should be completed by the end of May. **Commissioner Baney** advised the County was only able to commit funding for the program on a year to year basis.

C. Sisters Economic Vitality Summit

Ms. Foote-Lewis distributed a handout on the upcoming May 9th economic vitality summit which would focus on building community. She invited everyone to attend.

D. Deschutes County Centennial Celebration

Commissioner DeBone stated November 2016 would be the centennial for Deschutes County. **Deschutes County Public Information Officer Anna Johnson** announced a committee had been created with members representing the entire county. She stated events being considered included historical presentations at McMenamins Pub, a progressive historical theatrical production at Deschutes County Historical Museum, a photo/essay contest for youth and some type of participation at a Bend Elks ballgame. **Commissioner DeBone** stated he hoped to bring people together to learn the history of Deschutes County.

E. Schedule Future Meetings

The **Council** and **Commission** members discussed future meetings and determined both evening and morning meetings were acceptable and should be scheduled according to the availability of participants.

F. Other Business

Mayor Frye stated it was his understanding the County was receiving some additional public safety funding from the state and requested help to offset the cost of some additional traffic feedback signs for Sisters. The **Commissioners** suggested sending in a formal request as an official decision had not been made the designation of the funds.

Commissioner Unger stated he wanted to update the Council on the status of the Black Butte Ranch to Sisters trail. He stated there had been local discussions and he had met with Oregon Solutions. He stated the goal was to bring the three communities of Black Butte Ranch, Tollgate and Sisters together to find a solution.

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G. Adjourn Joint Meeting

The joint meeting was adjourned at 7:01

2. Other Business

Due to lack of time, there was no Other Business.

The meeting was adjourned at 7:01p.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 03, 2016

MEMBERS PRESENT:

Chris Frye Mayor
David Asson Councilor
Nancy Connolly Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

STAFF PRESENT:

Paul Bertagna PW Director
Patrick Davenport CD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

GUEST:

Sharlene Weed Executive Director
of Habitat for Humanity

ABSENT:

Andrew Gorayeb City Manager

The meeting was called to order by Mayor Frye at 8:02 a.m.

1. Council Goal Prioritization

Councilor Burgstahler explained she began the blueprint process by determining the purpose and methodology for the vision, goals and priorities of the Council. She stated she had a need for order and process and felt it was important for decision making. The guiding documents were the Sisters Vision Statement and Council. She reported she had researched sustainable and successful communities to find prevalent themes that contributed to their success. She added the five pillars the Council has identified for the City which include strengthening City finance, increasing the asset base, economic development, connectivity and public outreach.

Councilor Burgstahler stated the work breakdown structure of vision to goals, to objectives, to projects, to tasks created order and provided the framework for the Council and staff to collaborate. She explained one of her goals was to create a document that identified the overarching themes of the Vision Statement which included the three principles of engagement, prosperity and equity. She stated five objectives identified through the goal setting session were increased outreach, leadership development, diversified economic vitality and exceptional operations, infrastructure and policy making.

Councilor Blum stated she felt the document was a good template to use in establishing goals for the Council from year to year as opposed to starting from scratch each year. She noted once the Council decided the goals had been correctly identified, the over-arching goals could remain constant and the tasks and projects would evolve as projects came off the list and new ones were added. She summarized she thought it would be easier in the future to work with a document of this nature. The **Council** agreed to review the document and schedule a future workshop to discuss it again.

2. Oregon Parks Recreation District Grant Discussion

Director Davenport reported the grant available from the Oregon Parks and Recreation Department (OPRD) was divided into large and small categories based on cost, not scope. With that in mind, the City Parks Advisory Board (CPAB) had recommended the City pursue a grant for

Creekside Park improvements in the large category and restrooms for Clemens Park in the small category. He recommended the City provide a 50% match for both projects. **Councilor Connolly** noted restrooms in Clemens Park were a priority I project while the Creekside Park improvements were listed as a priority II project. **Director Davenport** stated some of the improvements at Creekside Park had already begun and if the City was successful in receiving a grant, by the time the grant was received, all the priority I projects for Creekside Park would be completed. **Councilor Connolly** asked if the restrooms at Creekside Park could be remodeled and **Director Bertagna** stated he would need to check. He advised the restroom at Creekside Park was not Americans with Disabilities (ADA) compliant.

Mayor Frye stated he would prefer to apply for the Clemens Park restrooms, and **Councilor Connolly** agreed. **Councilor Burgstahler** stated she had mixed emotions due to the nature of the parks; one was a neighborhood park and one was a community park. She added she was concerned by the lack of an ADA compliant restroom at Creekside Park. **Councilor Asson** stated he would prefer to put more emphasis on Clemens Park and less on Creekside Park. **Councilor Blum** stated she felt the City should try and apply for grants for both projects.

The **Council** asked when the grants would be funded. **Director Davenport** replied staff would give a presentation in June and get the results of which grants were funded in the fall. **Mayor Frye** stated he did not want the community to wait another year to get restrooms at Clemens Park and suggested the City pay for the restrooms outright and not wait for the grant process. **Councilor Asson** agreed. **Mayor Frye** questioned if there was another project the City could apply for instead. **Director Bertagna** replied the play structure at Village Green Park could be a possibility. **Mayor Frye** requested staff think about alternative projects that might qualify and bring a list back to the Council at the next meeting for consideration. **Councilor Connolly** stated she felt the City should take a more frugal approach and apply for the restroom at Clemens Park and wait to see if it was received. **Director Bertagna** stated if the City did build the restrooms, he could ask the Kiwanis to consider providing financial support for the restrooms as well as asking the restroom supplier for a discount.

The **Council** directed staff apply for the Creekside Campground with a 50% match and bring a list of possible projects for the small grant to the next meeting.

3. Parks Master Plan update

Director Davenport reported the CPAB had worked very hard on the update of the 2011 City Parks Master Plan. He explained the update was necessary as many projects had been completed. He stated the City needed to look forward to what would be needed in the next 20 years and it needed to reconsider Park SDC rates.

Director Davenport reported the CPAB held monthly workshops from June of 2015 to January 2016 during which time the update was discussed at every workshop along with an opportunity for

community members to provide input. He stated the Board recommended the plan be forwarded to the Council for adoption at its February 16th meeting.

Director Davenport provided an overview of the existing park system along with recommendations for additional park land acquisition, operations and maintenance and funding. He noted the Board had recommended not paving the west side of Village Green Park in order to preserve the trees which provide shade and pedestrian safety. **Director Davenport** discussed the proposed implementation of the improvements, rated by priority, from the proposed capital improvement plan for the period of 2015-2035. He reported the current rate of SDC fees were insufficient with regard to maintaining a minimum level of parks infrastructure for the city's projected population by 2035 and to fund the projects on the Capital Improvement Plan (CIP) and therefore should be updated. He reported Park SDC's were not charged to lodging units. He stated it was estimated there would be 150 units constructed in the next 20 years and it was recommended the City begin charging Park SDC's for them. He explained how staff had analyzed approved land use applications on file, the buildable land inventory, number of potential units that could take advantage of an SDC waiver for creating affordable housing, considered the CIP and came up with the proposed amount for a new Park SDC fee of \$1368 per unit. He stated staff was looking for the Council to approve the new methodology, noting the fee would still be lower than any surrounding city. **Councilor Connolly** agreed the City needed to raise its Park SDC fees but was concerned with charging lodging units.

Councilor Connolly left the meeting at 9:09 a.m.

Director Davenport stated staff recommended Council schedule a public hearing for a first reading of the master plan including the Parks CIP and schedule a second public hearing to adopt the revised Park SDC fees. He stated the Park SDC' could not be brought to the Council prior to May 12th due to state noticing requirements. The **Council** requested waiting to adopt the master plan and revised fees at the same meeting in hopes of receiving greater public input. **Councilor Asson** requested staff work on the CIP to reduce the SDC fee to \$1200. The **Council** requested another workshop be scheduled for a final review of the plan and the SDC fees.

Mayor Frye stated he was not supportive of charging lodging providers a Park SDC since they were already paying transient room tax and thus paying a fair share. He stated acquisition of property didn't serve the city unless it included the cost to develop the property as a park.

Director Davenport replied there were park concept plans included in the master plan but it all started with the acquisition of the land. **Director Bertagna** advised staff could come up with some planning and development costs for the bare land. The **Council** also requested the plan match the same population forecasts used in the recently updated Wastewater Master Plan and staff indicated the edit would be made.

Mayor Frye commented he did not feel the plan included enough youth oriented projects. **Director Davenport** replied the CPAB had discussed these types of projects and felt the Sisters Park and Recreation District (SPRD) would be more likely to develop those types of projects.

Mayor Frye stated he felt the OPRD land at the intersection of Highway 20 and 126 should be listed as he felt the City might be able to get that land at little to no cost. He stated that could help lower SDC fees. The **Council** also discussed the potential of developing the East Portal to include a visitor station and dog park. **Staff** explained there had been ongoing discussion with the Forest Service, the owner of the property, for a number of years and previously the property had been tied to the sale of the larger parcel of Forest Service property. **Director Bertagna** stated the City had an agreement that allowed the restrooms on the property if the City maintained them. **Director Davenport** reported he would take the Council's feedback to the CPAB.

4. Council Rules Review

Councilor Blum stated she wanted additional time to review the rules. **Councilor Burgstahler** stated she wanted the Council to consider incorporating the principles of the civility project (Speak Your Peace) into the Council rules. She explained how Jeff Campbell, current Board Chair of SPRD had recently gone through the process with that board and stated she felt he might provide a good perspective and some ideas for the Council. She suggested he come at the end of the workshop on the March 10th after the speaker from the Ford Family Foundation and the **Council** agreed.

Executive Director of Habitat for Humanity Sharlene Weed stated Roque Barros from the Ford Family Foundation was coming to Sisters the following week to meet with a variety of Sisters agencies. She explained the foundation was moving away from its previous course of providing leadership training and moving towards community building. She stated Mr. Barros would be coming to 'listen and learn'. She noted the foundation could become a partner, a participant or a funder and Mr. Barros wanted to hear about the goals and priorities of the Council. She stated this would be the first of several visits. **Councilor Asson** requested Mr. Barros come prepared to discuss how the City and Ford Family Foundation could partner if the City invested \$200,000 towards some type of community project.

The **Council** agreed to wait to further discuss the Council rules until they had heard from Mr. Campbell.

Mayor Frye announced he wanted to bump the conversation related to the SDC waiver request in front of the item on Housing Policy Advisory Board Ordinance review.

6. System Development Charge Fee Request for Waiver for Sky Gate

Director Davenport reported building permits for the first three affordable homes at the Sky Gate development were ready to go and Tom Kemper from Housing Works was interested in applying for the SDC waiver in exchange for keeping the property affordable for a period of 50 years. He

explained Transportation SDC fees had already been paid but there were still SDC's due for water, sewer and park SDC's. He stated when the City 'waived' the fee for a developer, the City was in reality transferring the funds from the General Fund into the SDC funds. **Mayor Frye** stated he wanted to make certain Mr. Kemper realized there was a limited pool of funds available for these waivers, especially considering there were still an additional four units to be built at Sky Gate and other affordable housing developments forthcoming. **Director Davenport** remarked he had advised Mr. Kemper that the SDC's might not be completed waived, but could be a percentage of some of them in their entirety but not others. **Ms. Weed** asked if the City had ever contemplated a deferral method instead. **Mayor Frye** stated he would like to discuss the matter further with the City Attorney to see what options might be available to the City. **Councilor Blum** stated if the City had to pay the SDC fees, there should be a fund designated for that sole purpose and the Council should fund waivers within the confines of the available finding.

5. Housing Policy Advisory Board Ordinance Review

Director Davenport stated the Council had indicated this was a priority and he had created a draft ordinance. He stated he needed some input from the Council on the composition of the board. He stated the ordinance listed members as subject matter experts, interested members of the public and a Planning Commission member. **Mayor Frye** suggested the City host a meeting with developers of apartment builders to come and talk with staff about specific properties that might be available and the hurdles the developers face in building affordable units. **Councilor Asson** stated he wanted a builder of market value units also included in the membership. **Councilor Burgstahler** questioned whether the board was only for affordable housing or housing in general as the scope of the membership seemed limited to affordable housing advocates. **Councilor Blum** stated the Council needed to be cognizant that the board would require support from staff.

7. Preview March 10, 2016 Workshop and Regular Meeting

Due to lack of a quorum, the agenda was not previewed.

8. Other Business

Mayor Frye provided a brief update on the investigation of the City Manager, noting interviews would conclude the following day. He reported a report would be received and reviewed.

Mayor Frye left the meeting at 9:57 a.m. Councilor Asson left the meeting at 9:58 a.m. and due to a lack of quorum the meeting was adjourned at 9:58 a.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

PACKET: 02456 3/10/2016 AP
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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01-0018	BAXTER AUTO PARTS						
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C-28-526474		PARTS RETURN-BENTZ TRUCK	2.91CR				
2/19/2016	AP-US	DUE: 2/19/2016 DISC: 2/19/2016		1099: N			
		PARTS RETURN-BENTZ TRUCK		01 5-03-796	VEHICLE MAINTENANCE		0.29CR
		PARTS RETURN-BENTZ TRUCK		01 5-05-796	VEHICLE MAINTENANCE		0.29CR
		PARTS RETURN-BENTZ TRUCK		02 5-00-796	VEHICLE MAINTENANCE		1.16CR
		PARTS RETURN-BENTZ TRUCK		03 5-00-796	VEHICLE MAINTENANCE		0.87CR
		PARTS RETURN-BENTZ TRUCK		05 5-00-796	VEHICLE MAINTENANCE		0.30CR
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C-28-527027		SEASONAL TRUCK MAINTENANCE	0.58CR				
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		FUSES-BENTZ TRUCK		01 5-05-796	VEHICLE MAINTENANCE		2.37
		FUSES-BENTZ TRUCK		02 5-00-796	VEHICLE MAINTENANCE		9.50
		FUSES-BENTZ TRUCK		03 5-00-796	VEHICLE MAINTENANCE		7.13
		FUSES-BENTZ TRUCK		05 5-00-796	VEHICLE MAINTENANCE		2.38
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I-28-526927		LIGHT-DUMP TRAILER	12.60				
2/24/2016	AP-US	DUE: 3/15/2016 DISC: 3/10/2016	0.25CR	1099: N			
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		LIGHT-DUMP TRAILER		02 5-00-796	VEHICLE MAINTENANCE		3.15
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I-28-526932		DUMP TRAILER LIGHT,TAPE	19.57				
2/24/2016	AP-US	DUE: 3/15/2016 DISC: 3/10/2016	0.39CR	1099: N			
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I-28-526983		SEASONAL TRUCK MAINTENANCE	62.50				
2/25/2016	AP-US	DUE: 3/15/2016 DISC: 3/10/2016	1.25CR	1099: N			
		SEASONAL TRUCK MAINTENANCE		01 5-05-796	VEHICLE MAINTENANCE		59.37
		SEASONAL TRUCK MAINTENANCE		03 5-00-796	VEHICLE MAINTENANCE		3.13

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01-0018 BAXTER AUTO PARTS (** CONTINUED **)

I-28-527023		BATTERY-SEASONAL TRUCK	125.94			
2/25/2016	AP-US	DUE: 3/15/2016 DISC: 3/10/2016	2.52CR	1099: N		
		BATTERY-SEASONAL TRUCK		01 5-05-796	VEHICLE MAINTENANCE	119.64
		BATTERY-SEASONAL TRUCK		03 5-00-796	VEHICLE MAINTENANCE	6.30
I-28-527344		BACKHOE HYDRAULIC LINE	38.93			
3/01/2016	AP-US	DUE: 4/15/2016 DISC: 4/10/2016	0.78CR	1099: N		
		BACKHOE HYDRAULIC LINE		03 5-00-796	VEHICLE MAINTENANCE	12.98
		BACKHOE HYDRAULIC LINE		02 5-00-796	VEHICLE MAINTENANCE	12.98
		BACKHOE HYDRAULIC LINE		05 5-00-796	VEHICLE MAINTENANCE	12.97
=== VENDOR TOTALS ===			288.29			

01-0893 BECON LLC

I-03032016		ENGINEERING SVS FEBRUARY 2016	5,795.00			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: Y		
		ENGINEERING SVS FEBRUARY 2016		02 5-00-713	DEVELOPMENT REVIEW	120.00
		ENGINEERING SVS FEBRUARY 2016		05 5-00-713	DEVELOPMENT REVIEW	120.00
		ENGINEERING SVS FEBRUARY 2016		03 5-00-713	DEVELOPMENT REVIEW	60.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	180.00
		ST1401-HOOD ST IMP		03 5-00-906	CAPITAL OUTLAY	55.00
		BARCLAY SQUARE WATERLINE		02 5-00-726	CONTRACTED SERVICES	400.00
		WASTEWATER PLAN UPDATE		05 5-00-726	CONTRACTED SERVICES	660.00
		WATER PLAN UPDATE		02 5-00-726	CONTRACTED SERVICES	4,200.00
=== VENDOR TOTALS ===			5,795.00			

01-0719 BEND OIL CO., INC.

I-136819		FUEL FEBRUARY 2016	645.53			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		FUEL FEBRUARY 2016		01 5-01-755	GAS/OIL	11.68
		FUEL FEBRUARY 2016		01 5-03-755	GAS/OIL	65.71
		FUEL FEBRUARY 2016		01 5-05-755	GAS/OIL	74.85
		FUEL FEBRUARY 2016		01 5-07-755	GAS & OIL	4.67
		FUEL FEBRUARY 2016		02 5-00-755	GAS/OIL	129.44
		FUEL FEBRUARY 2016		03 5-00-755	GAS/OIL	224.14
		FUEL FEBRUARY 2016		05 5-00-755	GAS/OIL	135.04
=== VENDOR TOTALS ===			645.53			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0716	BI-MART CORPORATION					
I-2914		STORAGE HOOKS,CLEANING SUPP.	45.98			
2/25/2016	AP-US	DUE: 2/25/2016 DISC: 2/25/2016		1099: N		
		CLEANING SUPPLIES		01 5-05-795	SUPPLIES	39.20
		STORAGE HOOKS		03 5-00-795	SUPPLIES	6.78
=====						
I-6956		CC MEETING	8.67			
2/25/2016	AP-US	DUE: 2/25/2016 DISC: 2/25/2016		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	8.67
		=== VENDOR TOTALS ===	54.65			
=====						
01-0172	BMS TECHNOLOGIES					
I-46642		UT BILLING FEBRUARY 2016	761.63			
3/04/2016	AP-US	DUE: 3/04/2016 DISC: 3/04/2016		1099: Y		
		UT BILLING FEBRUARY 2016		02 5-00-715	POSTAGE	296.27
		UT BILLING FEBRUARY 2016		05 5-00-715	POSTAGE	296.26
		BACKFLOW TESTING INSERT		02 5-00-715	POSTAGE	169.10
=====						
I-46643		ONLINE BILLPAY MARCH 2016	54.27			
3/04/2016	AP-US	DUE: 3/04/2016 DISC: 3/04/2016		1099: Y		
		ONLINE BILLPAY MARCH 2016		02 5-00-715	POSTAGE	27.14
		ONLINE BILLPAY MARCH 2016		05 5-00-715	POSTAGE	27.13
		=== VENDOR TOTALS ===	815.90			
=====						
01-0691	C & C NURSERY					
I-14347		C & C NURSERY	9,100.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		C & C NURSERY		01 5-05-906	CAPITAL OUTLAY	9,100.00
		=== VENDOR TOTALS ===	9,100.00			
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-0216		SISTERS SEWER TREATMENT	2,977.84			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	2,977.84
=====						
I-0005591100-0216		ROPE LN LIFT STATION	786.51			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		ROPE LN LIFT STATION		05 5-00-743	ELECTRICITY	786.51
=====						
I-4602923513-0216		ELM THREE CREEKS WELL	1,119.49			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		ELM THREE CREEKS WELL		02 5-00-743	ELECTRICITY	1,119.49

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-4603150100-0216		VILLAGE GREEN RESTROOMS	428.92			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	428.92
I-4630200101-0216		600 W HOOD	23.35			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	23.35
I-5024820101-0216		SISTERS HIGH WELL	245.10			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	245.10
I-5402923491-0216		FS1605 CHLORINE BLDG	56.85			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	56.85
I-5431540100-0216		68105 PETERSON BURN RD	62.29			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	62.29
I-8300033500-0216		CREEKSIDE CITY PARK	163.36			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	163.36
I-8300170200-0216		W BARCLAY DR LIFT STATION	36.82			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	36.82
I-8300418800-0216		SEWER TREATMENT/SHOP	1,126.22			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		SEWER TREATMENT/SHOP		05 5-00-743	ELECTRICITY	1,126.22
I-8300435700-0216		HAROLD BARCLAY MEM PARK	319.28			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	319.28
I-8300550700-0216		LARCH ST PARK	23.16			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	23.16
I-8300593501-0216		5 PINE CAMPUS LIFT STATION	40.37			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		5 PINE CAMPUS LIFT STATION		05 5-00-743	ELECTRICITY	40.37
I-8300695200-0216		1000 S LOCUST ST GATE	24.16			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY	24.16

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01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8301018100-0216	520 E CASCADE AVE SISTERS CH		950.16			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		520 E CASCADE AVE SISTERS CH		01 5-03-743	ELECTRICITY	950.16
I-8301034600-0216	VETERANS PARK		34.35			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	34.35
I-8301186200-0216	LIBRARY OUTDOOR LIGHTING		67.46			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	67.46
I-8301301000-0216	990 JANTZEN LN LIFT STATION		34.84			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		990 JANTZEN LN LIFT STATION		05 5-00-743	ELECTRICITY	34.84
I-8301339500-0216	SISTERS PARKWAY RECYCLE		85.72			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		SISTERS PARKWAY RECYCLE		01 5-03-743	ELECTRICITY	85.72
I-8301419900-0216	SUN RANCH DR WELL		145.65			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		SUN RANCH DR WELL		02 5-00-743	ELECTRICITY	145.65
I-8301614400-0216	E CASCADE DECORATIVE LIGHTING		29.87			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	29.87
I-8301715301-0216	100 S LOCUST ST/PW BLDG		277.15			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		100 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY	277.15
I-8301802201-0216	MAIN ST DECORATIVE LIGHTING		72.92			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		MAIN ST DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	72.92
I-8301966001-0216	150 N FIR/FIR ST PARK		163.86			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		150 N FIR/FIR ST PARK		01 5-05-743	ELECTRICITY	163.86
		=== VENDOR TOTALS ===	9,295.70			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0136		CENTRAL OREGON REDI-MIX LLC				
I-82842		CONCRETE-CHAMBER BLDG	1,510.00			
2/17/2016	AP-US	DUE: 2/17/2016 DISC: 2/17/2016		1099: Y		
		CONCRETE-CHAMBER BLDG		01 5-03-906	CAPITAL OUTLAY	1,510.00
I-82853		CONCRETE-CHAMBER BLDG	1,283.50			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: Y		
		CONCRETE-CHAMBER BLDG		01 5-03-906	CAPITAL OUTLAY	1,283.50
I-82864		CONCRETE-CHAMBER BLDG	1,132.50			
2/19/2016	AP-US	DUE: 2/19/2016 DISC: 2/19/2016		1099: Y		
		CONCRETE-CHAMBER BLDG		01 5-03-906	CAPITAL OUTLAY	1,132.50
I-82941		CONCRETE-CHAMBER BLDG	712.50			
2/25/2016	AP-US	DUE: 2/25/2016 DISC: 2/25/2016		1099: Y		
		CONCRETE-CHAMBER BLDG		01 5-03-906	CAPITAL OUTLAY	712.50
		=== VENDOR TOTALS ===	4,638.50			

=====						
01-0210		CONSOLIDATED SUPPLY CO.				
I-S7631856.001		STREET LIGHT ELECTRICAL BOXES	319.73			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		STREET LIGHT ELECTRICAL BOXES		03 5-00-778	STREET LIGHTS	319.73
I-S7648591.001		STREET LIGHT LID	38.99			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		STREET LIGHT LID		03 5-00-778	STREET LIGHTS	38.99
I-S7648711.001		CLEANOUT PLUG-CHAMBER	33.99			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		CLEANOUT PLUG-CHAMBER		01 5-03-906	CAPITAL OUTLAY	33.99
		=== VENDOR TOTALS ===	392.71			

=====						
01-0024		CURTS ELECTRIC				
I-4263		LIGHT REPAIR AT VETERANS PARK	472.61			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: N		
		LIGHT REPAIR AT VETERANS PARK		01 5-05-786	PARK MAINTENANCE	472.61
		=== VENDOR TOTALS ===	472.61			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1024		DAVE'S CONCRETE PUMPING, LLC				
I-10265		CONCRETE PUMPING-CHAMBER	330.00			
2/17/2016	AP-US	DUE: 2/17/2016 DISC: 2/17/2016		1099: N		
		CONCRETE PUMPING-CHAMBER		01 5-03-906	CAPITAL OUTLAY	330.00
		=== VENDOR TOTALS ===	330.00			
=====						
01-0101		DESCHUTES COUNTY SHERIFF'S DEP				
I-03012016		SHERIFF SERVICES MARCH 2016	45,327.50			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		SHERIFF SERVICES MARCH 2016		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
		=== VENDOR TOTALS ===	45,327.50			
=====						
01-1001		EDGE ANALYTICAL, INC.				
I-16-04516		WATER SAMPLES	33.00			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
01-0026		EOFF ELECTRIC SUPPLY				
I-S004995755.001		ST1401-HOOD ST LIGHT POLE BAS	1,320.00			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		ST1401-HOOD ST LIGHT POLE BASE		03 5-00-906	CAPITAL OUTLAY	1,320.00
		=== VENDOR TOTALS ===	1,320.00			
=====						
01-0565		GSI WATER SOLUTIONS, INC.				
I-0283.004-67		WATER WMCP UPDATE, MITIGATION	3,930.00			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		WATER WMCP UPDATE, MITIGATION		02 5-00-726	CONTRACTED SERVICES	3,930.00
		=== VENDOR TOTALS ===	3,930.00			
=====						
01-0029		H. D. FOWLER COMPANY				
I-I4147231		WATER REPAIR	930.63			
3/04/2016	AP-US	DUE: 4/10/2016 DISC: 4/10/2016		1099: N		
		WATER REPAIR		02 5-00-779	WATER SYSTEM REPAIRS	930.63
		=== VENDOR TOTALS ===	930.63			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1022	HAWKINS DELAFIELD & WOOD, LLP					
I-38799/37694		CREDIT REFUNDING BOND	53,094.95			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CREDIT REFUNDING BOND		01 5-02-727	PERMITS & FEES	53,094.95
		=== VENDOR TOTALS ===	53,094.95			
=====						
01-0699	HCD					
I-2202603		MASTER BILLING FEBRUARY 2016	611.51			
2/29/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		MASTER BILLING FEBRUARY 2016		01 5-08-309	CITY MANAGED ACCOUNTS	611.51
		=== VENDOR TOTALS ===	611.51			
=====						
01-0017	HOYT'S HARDWARE					
C-443205		2X12 RETURN-CHAMBER	5.20CR			
2/23/2016	AP-US	DUE: 2/23/2016 DISC: 2/23/2016		1099: N		
		2X12 RETURN-CHAMBER		01 5-03-906	CAPITAL OUTLAY	5.20CR
I-442179		2X4, WOOD STAKES, SIDING-CHAMBER	52.73			
2/10/2016	AP-US	DUE: 2/10/2016 DISC: 2/10/2016		1099: N		
		2X4, WOOD STAKES, SIDING-CHAMBER		01 5-03-906	CAPITAL OUTLAY	52.73
I-442187		WOOD STAKES-CHAMBER	11.35			
2/10/2016	AP-US	DUE: 2/10/2016 DISC: 2/10/2016		1099: N		
		WOOD STAKES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	11.35
I-442227		ABS CEMENT, ELBOW, TEE-CHAMBER	40.96			
2/10/2016	AP-US	DUE: 2/10/2016 DISC: 2/10/2016		1099: N		
		ABS CEMENT, ELBOW, TEE-CHAMBER		01 5-03-906	CAPITAL OUTLAY	40.96
I-442259		2X6, SIDING, VENT-CHAMBER	63.68			
2/11/2016	AP-US	DUE: 2/11/2016 DISC: 2/11/2016		1099: N		
		2X6, SIDING, VENT-CHAMBER		01 5-03-906	CAPITAL OUTLAY	63.68
I-442399		SIDING, WOOD STAKES-CHAMBER	67.35			
2/12/2016	AP-US	DUE: 2/12/2016 DISC: 2/12/2016		1099: N		
		SIDING, WOOD STAKES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	67.35
I-442638		2X4-CHAMBER	25.08			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		2X4-CHAMBER		01 5-03-906	CAPITAL OUTLAY	25.08
I-442823		2X4, POLY FILM-CHAMBER	42.57			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: N		
		2X4, POLY FILM-CHAMBER		01 5-03-906	CAPITAL OUTLAY	42.57

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017	HOYT'S HARDWARE	(** CONTINUED **)				
I-443072		ROOFING,2X12,SUPPLIES-CHAMBER	163.59			
2/22/2016	AP-US	DUE: 2/22/2016 DISC: 2/22/2016		1099: N		
		ROOFING,2X12,SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	163.59
=====						
I-443153		2X8-CHAMBER	35.20			
2/23/2016	AP-US	DUE: 2/23/2016 DISC: 2/23/2016		1099: N		
		2X8-CHAMBER		01 5-03-906	CAPITAL OUTLAY	35.20
=====						
I-443405		FOUNDATION BOLT-CHAMBER	4.20			
2/25/2016	AP-US	DUE: 2/25/2016 DISC: 2/25/2016		1099: N		
		FOUNDATION BOLT-CHAMBER		01 5-03-906	CAPITAL OUTLAY	4.20
=====						
I-K43282		1/2" REBAR-CHAMBER	19.80			
2/24/2016	AP-US	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		1/2" REBAR-CHAMBER		01 5-03-906	CAPITAL OUTLAY	19.80
		=== VENDOR TOTALS ===	521.31			
=====						
01-1025	JOE FLOYD AND SONS, INC					
=====						
I-3341		ST1401-HOOD ST LIGHT POLE BAS	830.65			
2/11/2016	AP-US	DUE: 2/11/2016 DISC: 2/11/2016		1099: N		
		ST1401-HOOD ST LIGHT POLE BASE		03 5-00-906	CAPITAL OUTLAY	830.65
		=== VENDOR TOTALS ===	830.65			
=====						
01-0458	KNIFE RIVER					
=====						
I-1547528		BALLAST GRAVEL	89.03			
2/19/2016	AP-US	DUE: 2/19/2016 DISC: 2/19/2016		1099: N		
		BALLAST GRAVEL		03 5-00-749	STREET MAINTENANCE	89.03
		=== VENDOR TOTALS ===	89.03			
=====						
01-1023	LEISURE INTERACTIVE, LLC					
=====						
I-13373		CG RESERVATION FEE FEBRUARY 1	94.87			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CG RESERVATION FEE FEBRUARY 16		01 5-05-733	DUES & SUBSCRIPTIONS	94.87
		=== VENDOR TOTALS ===	94.87			

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 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1026	LOWES BUSINESS ACCT/SYNCB					
I-77263		DISHWASHER, RANGE, DISPOSAL,	1,240.56			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		WIPER FLUID		01 5-03-796	VEHICLE MAINTENANCE	1.13
		WIPER FLUID		01 5-05-796	VEHICLE MAINTENANCE	2.94
		WIPER FLUID		02 5-00-796	VEHICLE MAINTENANCE	2.72
		WIPER FLUID		03 5-00-796	VEHICLE MAINTENANCE	2.94
		WIPER FLUID		05 5-00-796	VEHICLE MAINTENANCE	1.59
		DISHWASHER, RANGE-CH		01 5-03-785	MAINTENANCE CITY HALL	793.23
		DISPOSAL, DISHWASHER-PWHQ		01 5-03-788	PWHQ MAINTENANCE	436.01
		--- VENDOR TOTALS ---	1,240.56			
=====						
01-0011	LUTTON'S HARDWARE					
C-317124		EXCHANGE STAPLES	0.50CR			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		EXCHANGE STAPLES		03 5-00-795	SUPPLIES	0.50CR
C-317189		RETURN PVC FITTINGS-CHAMBER	6.00CR			
2/05/2016	AP-US	DUE: 2/05/2016 DISC: 2/05/2016		1099: N		
		RETURN PVC FITTINGS-CHAMBER		01 5-03-906	CAPITAL OUTLAY	6.00CR
I-317078		ELBOW-DISHWASHER INSTALL	8.98			
2/02/2016	AP-US	DUE: 2/02/2016 DISC: 2/02/2016		1099: N		
		ELBOW-DISHWASHER INSTALL		01 5-03-785	MAINTENANCE CITY HALL	8.98
I-317086		BROOMS	47.98			
2/02/2016	AP-US	DUE: 2/02/2016 DISC: 2/02/2016		1099: N		
		BROOMS		05 5-00-746	SMALL TOOLS & EQUIPMENT	9.12
		BROOMS		02 5-00-746	SMALL TOOLS & EQUIPMENT	10.08
		BROOMS		03 5-00-746	SMALL TOOLS & EQUIPMENT	12.92
		BROOMS		01 5-05-746	SMALL TOOLS & EQUIPMENT	9.60
		BROOMS		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.26
I-317092		IRRIGATION SUPPLIES-CHAMBER	15.57			
2/02/2016	AP-US	DUE: 2/02/2016 DISC: 2/02/2016		1099: N		
		IRRIGATION SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	15.57
I-317112		IRRIGATION SUPPLIES-CHAMBER	26.69			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		IRRIGATION SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	26.69
I-317120		STAKES, STAPLES	46.92			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		STAKES, STAPLES		03 5-00-795	SUPPLIES	46.92

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-317166		PVC ADAPTER-CHAMBER	3.96			
2/04/2016	AP-US	DUE: 2/04/2016 DISC: 2/04/2016		1099: N		
		PVC ADAPTER-CHAMBER		01 5-03-906	CAPITAL OUTLAY	3.96
I-317171		PVC ADAPTER-CHAMBER	2.49			
2/04/2016	AP-US	DUE: 2/04/2016 DISC: 2/04/2016		1099: N		
		PVC ADAPTER-CHAMBER		01 5-03-906	CAPITAL OUTLAY	2.49
I-317187		PVC ADAPTER-CHAMBER	9.96			
2/05/2016	AP-US	DUE: 2/05/2016 DISC: 2/05/2016		1099: N		
		PVC ADAPTER-CHAMBER		01 5-03-906	CAPITAL OUTLAY	9.96
I-317274		IRRIGATION SUPPLIES-CHAMBER	101.70			
2/08/2016	AP-US	DUE: 2/08/2016 DISC: 2/08/2016		1099: N		
		IRRIGATION SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	101.70
I-317277		IRRIGATION SUPPLIES-CHAMBER	25.44			
2/08/2016	AP-US	DUE: 2/08/2016 DISC: 2/08/2016		1099: N		
		IRRIGATION SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	25.44
I-317293		BUSHING,ADAPTERS-CHAMBER	15.95			
2/08/2016	AP-US	DUE: 2/08/2016 DISC: 2/08/2016		1099: N		
		BUSHING,ADAPTERS-CHAMBER		01 5-03-906	CAPITAL OUTLAY	15.95
I-317346		VALVE BOX-CHAMBER	9.98			
2/09/2016	AP-US	DUE: 2/09/2016 DISC: 2/09/2016		1099: N		
		VALVE BOX-CHAMBER		01 5-03-906	CAPITAL OUTLAY	9.98
I-317423		DRILL BITS, SUPPLIES-CHAMBER	28.97			
2/11/2016	AP-US	DUE: 2/11/2016 DISC: 2/11/2016		1099: N		
		DRILL BITS, SUPPLIES-CHAMBER		01 5-03-906	CAPITAL OUTLAY	28.97
I-317600		ELECTRICAL BOX REPAIR-CEDAR S	11.87			
2/16/2016	AP-US	DUE: 2/16/2016 DISC: 2/16/2016		1099: N		
		ELECTRICAL BOX REPAIR-CEDAR ST		03 5-00-749	STREET MAINTENANCE	11.87
I-317635		AERATOR SUPPLIES	11.00			
2/17/2016	AP-US	DUE: 2/17/2016 DISC: 2/17/2016		1099: N		
		AERATOR SUPPLIES		05 5-00-795	SUPPLIES	11.00
I-317675		HOSE FOR VG	1.99			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: N		
		HOSE FOR VG		01 5-05-795	SUPPLIES	1.99
I-317680		STREET SIGN HARDWARE	7.49			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: N		
		STREET SIGN HARDWARE		03 5-00-762	STREET SIGNS	7.49

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0011 LUTTON'S HARDWARE (** CONTINUED **)

I-317807		TREE CLIPPERS	58.98			
2/22/2016	AP-US	DUE: 2/22/2016 DISC: 2/22/2016		1099: N		
		TREE CLIPPERS		05 5-00-746	SMALL TOOLS & EQUIPMENT	11.22
		TREE CLIPPERS		02 5-00-746	SMALL TOOLS & EQUIPMENT	12.40
		TREE CLIPPERS		03 5-00-746	SMALL TOOLS & EQUIPMENT	15.88
		TREE CLIPPERS		01 5-05-746	SMALL TOOLS & EQUIPMENT	11.81
		TREE CLIPPERS		01 5-03-746	SMALL TOOLS & EQUIPMENT	7.67
I-318067		WIRE ROPE	4.47			
2/29/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		WIRE ROPE		05 5-00-795	SUPPLIES	4.47
=== VENDOR TOTALS ===			433.89			

01-0883 MELVIN'S FIR STREET MARKET

I-458200		CC MEETING	18.48			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	18.48
I-462924		CC MEETING	11.00			
2/18/2016	AP-US	DUE: 2/18/2016 DISC: 2/18/2016		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	11.00
=== VENDOR TOTALS ===			29.48			

01-1002 MOODY'S INVESTORS SERVICE, INC

I-P0189927		CREDIT REFUNDING BOND	13,500.00			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CREDIT REFUNDING BOND		01 5-02-727	PERMITS & FEES	13,500.00
=== VENDOR TOTALS ===			13,500.00			

01-0515 OFFICEMAX

I-271827		TISSUES	24.06			
2/19/2016	AP-US	DUE: 2/19/2016 DISC: 2/19/2016		1099: N		
		TISSUES		01 5-01-714	OFFICE SUPPLIES	3.62
		TISSUES		01 5-02-714	OFFICE SUPPLIES	3.84
		TISSUES		01 5-03-795	SUPPLIES	0.48
		TISSUES		01 5-05-714	OFFICE SUPPLIES	2.17
		TISSUES		01 5-07-714	OFFICE SUPPLIES	6.01
		TISSUES		02 5-00-714	OFFICE SUPPLIES	3.37
		TISSUES		03 5-00-714	OFFICE SUPPLIES	1.92
		TISSUES		05 5-00-714	OFFICE SUPPLIES	2.65

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0515	OFFICEMAX	(** CONTINUED **)				
I-366496		RUBBERBANDS	26.61			
3/02/2016	AP-US	DUE: 3/02/2016 DISC: 3/02/2016		1099: N		
		RUBBERBANDS		01 5-01-714	OFFICE SUPPLIES	4.00
		RUBBERBANDS		01 5-02-714	OFFICE SUPPLIES	4.24
		RUBBERBANDS		01 5-03-795	SUPPLIES	0.53
		RUBBERBANDS		01 5-05-714	OFFICE SUPPLIES	2.40
		RUBBERBANDS		01 5-07-714	OFFICE SUPPLIES	6.65
		RUBBERBANDS		02 5-00-714	OFFICE SUPPLIES	3.73
		RUBBERBANDS		03 5-00-714	OFFICE SUPPLIES	2.13
		RUBBERBANDS		05 5-00-714	OFFICE SUPPLIES	2.93
		=== VENDOR TOTALS ===	50.67			
01-0759	OREGON DMV					
I-02292016		AUTOMATED REPORTING SVS	3.00			
2/29/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		AUTOMATED REPORTING SVS		01 5-02-727	PERMITS & FEES	3.00
		=== VENDOR TOTALS ===	3.00			
01-0441	OWEN EQUIPMENT COMPANY					
C-00170809		RETURN INNER TUBE	1,062.44CR			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		RETURN INNER TUBE-SWEEPER		03 5-00-796	VEHICLE MAINTENANCE	1,062.44CR
I-00170658		BOOM SPACER-VACTOR TRUCK	242.75			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		BOOM SPACER-VACTOR TRUCK		05 5-00-796	VEHICLE MAINTENANCE	242.75
I-170634		ST SWEEPER TUBE, PARTS	1,510.70			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		ST SWEEPER TUBE, PARTS		03 5-00-796	VEHICLE MAINTENANCE	1,510.70
I-170650		BOOM SPACER	24.14			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		BOOM SPACER		05 5-00-796	VEHICLE MAINTENANCE	24.14
I-171141		STREET SWEEPER NOZZLES	488.37			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		STREET SWEEPER NOZZLES		03 5-00-796	VEHICLE MAINTENANCE	488.37
		=== VENDOR TOTALS ===	1,203.52			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0233 PETERSON MACHINERY CO.

I-PC550108806		BACKHOE HOSE, COUPLING, REPAIRS	180.87			
2/23/2016	AP-US	DUE: 2/23/2016 DISC: 2/23/2016		1099: N		
		BACKHOE HOSE, COUPLING, REPAIRS		03 5-00-796	VEHICLE MAINTENANCE	60.29
		BACKHOE HOSE, COUPLING, REPAIRS		02 5-00-796	VEHICLE MAINTENANCE	60.29
		BACKHOE HOSE, COUPLING, REPAIRS		05 5-00-796	VEHICLE MAINTENANCE	60.29
=== VENDOR TOTALS ===			180.87			

01-0056 PETTY CASH

I-02282016		PETTY CASH FEBRUARY 2016	28.90			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		CC WORKSHOP		01 5-01-700	MAYOR & COUNCIL	6.95
		IRRIGATION METER FOR CHAMBER		01 5-03-906	CAPITAL OUTLAY	21.95
=== VENDOR TOTALS ===			28.90			

01-0034 PONDEROSA FORGE & IRONWORKS, I

I-13250		SCHEDULE 40 PIPE	60.00			
2/29/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		SCHEDULE 40 PIPE		01 5-05-786	PARK MAINTENANCE	60.00
=== VENDOR TOTALS ===			60.00			

01-0944 QUANTUM COMMUNICATION

I-28395		TELEPHONE MARCH 2016	811.25			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		TELEPHONE MARCH 2016		01 5-01-735	TELEPHONE	50.14
		TELEPHONE MARCH 2016		01 5-02-735	TELEPHONE	60.18
		TELEPHONE MARCH 2016		01 5-03-735	TELEPHONE	20.08
		TELEPHONE MARCH 2016		01 5-05-735	TELEPHONE	60.18
		TELEPHONE MARCH 2016		01 5-07-735	TELEPHONE	90.06
		TELEPHONE MARCH 2016		02 5-00-735	TELEPHONE	85.23
		TELEPHONE MARCH 2016		03 5-00-735	TELEPHONE	75.18
		TELEPHONE MARCH 2016		05 5-00-735	TELEPHONE	60.20
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
=== VENDOR TOTALS ===			811.25			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0074	ROBINSON & OWEN HEAVY CONST						
I-16125		ST1401-HOOD ST-PAY EST #2	29,887.56				
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		ST1401-HOOD ST-PAY EST #2		03 5-00-906	CAPITAL OUTLAY		29,887.56
		=== VENDOR TOTALS ===	29,887.56				
=====							
01-0754	SANI-STAR						
I-3351		SANI-STAR LEASE FEBRUARY 2016	100.00				
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N			
		SANI-STAR LEASE FEBRUARY 2016		01 5-05-718	LEASES		100.00
		=== VENDOR TOTALS ===	100.00				
=====							
01-0866	SIGNS OF SISTERS						
I-02202016		NO PARKING SIGNS	174.00				
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: Y			
		NO PARKING SIGNS		03 5-00-762	STREET SIGNS		174.00
		=== VENDOR TOTALS ===	174.00				
=====							
01-0100	SISTERS AREA CHAMBER OF COMMER						
I-01312016		TRT JANUARY 2016	9,872.47				
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N			
		TRT JANUARY 2016		01 5-08-312	CHAMBER OF COMMERCE		9,872.47
		=== VENDOR TOTALS ===	9,872.47				
=====							
01-0502	SISTERS COFFEE CO.						
I-1198287		COFFEE	194.97				
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		COFFEE		01 5-01-714	OFFICE SUPPLIES		29.30
		COFFEE		01 5-02-714	OFFICE SUPPLIES		31.10
		COFFEE		01 5-03-795	SUPPLIES		3.89
		COFFEE		01 5-05-714	OFFICE SUPPLIES		17.59
		COFFEE		01 5-07-714	OFFICE SUPPLIES		48.70
		COFFEE		02 5-00-714	OFFICE SUPPLIES		27.30
		COFFEE		03 5-00-714	OFFICE SUPPLIES		15.59
		COFFEE		05 5-00-714	OFFICE SUPPLIES		21.50
		=== VENDOR TOTALS ===	194.97				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0083	SISTERS RENTAL					
I-0035662		MINI EXCAVATOR RENTAL-CHAMBER	928.20			
2/04/2016	AP-US	DUE: 2/04/2016 DISC: 2/04/2016		1099: N		
		MINI EXCAVATOR RENTAL-CHAMBER		01 5-03-906	CAPITAL OUTLAY	928.20
		=== VENDOR TOTALS ===	928.20			
=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20160002		TREE INSP ADAMS, ST. HELENS	230.50			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: Y		
		TREE INSP ADAMS, ST. HELENS		03 5-00-726	CONTRACTED SERVICES	230.50
		=== VENDOR TOTALS ===	230.50			
=====						
01-0052	THE NUGGET NEWSPAPER					
I-62319		NOTICE-TA15-03,SP15-03,CU-15-	345.00			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		NOTICE-TA15-03,SP15-03,CU-15-0		01 5-07-705	ADVERTISING	345.00
I-62322		PUBLIC NOTICE-TA15-03	264.45			
2/24/2016	AP-US	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		PUBLIC NOTICE-TA15-03		01 5-07-705	ADVERTISING	264.45
		=== VENDOR TOTALS ===	609.45			
=====						
01-0937	U.S. BANK					
C-02222016BERTAGNA		VISA-BERTAGNA FEBRUARY16 RTN	111.97CR			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		VISA-BERTAGNA FEBRUARY16 RTN		05 5-00-746	SMALL TOOLS & EQUIPMENT	21.29CR
		VISA-BERTAGNA FEBRUARY16 RTN		02 5-00-746	SMALL TOOLS & EQUIPMENT	23.53CR
		VISA-BERTAGNA FEBRUARY16 RTN		03 5-00-746	SMALL TOOLS & EQUIPMENT	30.15CR
		VISA-BERTAGNA FEBRUARY16 RTN		01 5-05-746	SMALL TOOLS & EQUIPMENT	22.41CR
		VISA-BERTAGNA FEBRUARY16 RTN		01 5-03-746	SMALL TOOLS & EQUIPMENT	14.59CR
I-022016BERTAGNA		VISA-BERTAGNA FEBRUARY 2016	62.56			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		CLAMP TOOL		05 5-00-746	SMALL TOOLS & EQUIPMENT	11.90
		CLAMP TOOL		02 5-00-746	SMALL TOOLS & EQUIPMENT	13.15
		CLAMP TOOL		03 5-00-746	SMALL TOOLS & EQUIPMENT	16.85
		CLAMP TOOL		01 5-05-746	SMALL TOOLS & EQUIPMENT	12.52
		CLAMP TOOL		01 5-03-746	SMALL TOOLS & EQUIPMENT	8.14
I-02202016BERTAGNA		VISA-BERTAGNA FEBRUARY 2016	142.61			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		VISA-BERTAGNA FEBRUARY 2016		05 5-00-746	SMALL TOOLS & EQUIPMENT	27.12
		VISA-BERTAGNA FEBRUARY 2016		02 5-00-746	SMALL TOOLS & EQUIPMENT	29.97
		VISA-BERTAGNA FEBRUARY 2016		03 5-00-746	SMALL TOOLS & EQUIPMENT	38.41
		VISA-BERTAGNA FEBRUARY 2016		01 5-05-746	SMALL TOOLS & EQUIPMENT	28.55

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PACKET: 02456 3/10/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0937	U.S. BANK	(** CONTINUED **)				
		VISA-BERTAGNA FEBRUARY 2016		01 5-03-746	SMALL TOOLS & EQUIPMENT	18.56
I-02202016	GORAYEB	VISA-GORAYEB FEBRUARY 2016	107.00			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		LUNCH MEETING W/UTTER,NELSON		01 5-01-783	PUBLIC OUTREACH	42.00
		PLANNING MEETING		01 5-01-783	PUBLIC OUTREACH	30.00
		WATER MASTER PLAN MEETING		01 5-01-783	PUBLIC OUTREACH	35.00
I-02212016	BERTAGNA	VISA-BERTAGNA FEBRUARY 2016	48.95			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		CAMPGROUND DECALS		01 5-05-795	SUPPLIES	48.95
I-022216	BERTAGNA	VISA-BERTAGNA FEBRUARY 2016	56.18			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		ROUTER TEMPLATE		05 5-00-746	SMALL TOOLS & EQUIPMENT	10.68
		ROUTER TEMPLATE		02 5-00-746	SMALL TOOLS & EQUIPMENT	11.81
		ROUTER TEMPLATE		03 5-00-746	SMALL TOOLS & EQUIPMENT	15.13
		ROUTER TEMPLATE		01 5-05-746	SMALL TOOLS & EQUIPMENT	11.25
		ROUTER TEMPLATE		01 5-03-746	SMALL TOOLS & EQUIPMENT	7.31
I-02232016	BERTAGNA	VISA-BERTAGNA FEBRUARY 2016	397.00			
2/20/2016	AP-US	DUE: 2/20/2016 DISC: 2/20/2016		1099: N		
		CEMENT MIXER		05 5-00-746	SMALL TOOLS & EQUIPMENT	75.50
		CEMENT MIXER		02 5-00-746	SMALL TOOLS & EQUIPMENT	83.44
		CEMENT MIXER		03 5-00-746	SMALL TOOLS & EQUIPMENT	106.91
		CEMENT MIXER		01 5-05-746	SMALL TOOLS & EQUIPMENT	79.47
		CEMENT MIXER		01 5-03-746	SMALL TOOLS & EQUIPMENT	51.68
		=== VENDOR TOTALS ===	702.33			

01-0976	USA FLEET SOLUTIONS					
I-23186		MONTHLY TRACKING MARCH 2016	209.65			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: Y		
		MONTHLY TRACKING MARCH 2016		01 5-03-726	CONTRACTED SERVICES	20.96
		MONTHLY TRACKING MARCH 2016		01 5-05-726	CONTRACTED SERVICES	54.52
		MONTHLY TRACKING MARCH 2016		02 5-00-726	CONTRACTED SERVICES	50.30
		MONTHLY TRACKING MARCH 2016		03 5-00-726	CONTRACTED SERVICES	54.52
		MONTHLY TRACKING MARCH 2016		05 5-00-726	CONTRACTED SERVICES	29.35
		=== VENDOR TOTALS ===	209.65			

PACKET: 02456 3/10/2016 AP
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0903	VELOX SYSTEMS					
I-2597		IT SUPPORT MARCH 2016	1,785.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: Y		
		IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES	178.50
		IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES	214.20
		IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES	71.40
		IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES	232.05
		IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES	303.45
		IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES	303.45
		IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES	267.75
		IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES	214.20
=== VENDOR TOTALS ===			1,785.00			
=====						
01-0760	VERIZON WIRELESS					
I-9760546807		CELL PHONES FEBRUARY 2016	217.99			
2/19/2016	AP-US	DUE: 2/19/2016 DISC: 2/19/2016		1099: N		
		CELL PHONES FEBRUARY 2016		01 5-03-736	CELLULAR PHONES	22.65
		CELL PHONES FEBRUARY 2016		01 5-05-736	CELLULAR PHONES	44.18
		CELL PHONES FEBRUARY 2016		01 5-07-736	CELLULAR PHONES	15.94
		CELL PHONES FEBRUARY 2016		02 5-00-736	CELLULAR PHONES	39.55
		CELL PHONES FEBRUARY 2016		03 5-00-736	CELLULAR PHONES	67.55
		CELL PHONES FEBRUARY 2016		05 5-00-736	CELLULAR PHONES	28.12
=== VENDOR TOTALS ===			217.99			
=====						
01-0043	WCP SOLUTIONS					
I-520812		SOAP DISPENCER, SOAP	286.65			
2/22/2016	AP-US	DUE: 3/25/2016 DISC: 3/04/2016	2.87CR	1099: N		
		SOAP DISPENCER, SOAP		01 5-05-795	SUPPLIES	286.65
I-521468		TOILET PAPER	928.00			
3/04/2016	AP-US	DUE: 4/25/2016 DISC: 3/14/2016	9.28CR	1099: N		
		TOILET PAPER		01 5-05-795	SUPPLIES	928.00
=== VENDOR TOTALS ===			1,214.65			
=====						
01-0924	WONDERWARE					
I-03012016		TELEMETRY SOFTWARE	665.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		TELEMETRY SOFTWARE		02 5-00-710	COMPUTER SOFTWARE MAINT.	332.50
		TELEMETRY SOFTWARE		05 5-00-710	COMPUTER SOFTWARE MAINT.	332.50
=== VENDOR TOTALS ===			665.00			

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PACKET: 02456 3/10/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0428		XEROX CORPORATION				
I-083655908		COPIER LEASE FEBRUARY 2016	22.40			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		COPIER LEASE FEBRUARY 2016		01 5-01-721	COPIER/PRINTER	7.17
		COPIER LEASE FEBRUARY 2016		01 5-02-721	COPIER/PRINTER	4.03
		COPIER LEASE FEBRUARY 2016		01 5-05-721	COPIER/PRINTER	1.12
		COPIER LEASE FEBRUARY 2016		01 5-07-721	COPIER/PRINTER	6.94
		COPIER LEASE FEBRUARY 2016		02 5-00-721	COPIER/PRINTER	1.57
		COPIER LEASE FEBRUARY 2016		05 5-00-721	COPIER/PRINTER	1.57
I-083655916		COPIER LEASE 7855 FEBRUARY 20	596.22			
2/28/2016	AP-US	DUE: 2/28/2016 DISC: 2/28/2016		1099: N		
		COPIER LEASE 7855 FEBRUARY 201		01 5-01-721	COPIER/PRINTER	190.83
		COPIER LEASE 7855 FEBRUARY 201		01 5-02-721	COPIER/PRINTER	107.32
		COPIER LEASE 7855 FEBRUARY 201		01 5-05-721	COPIER/PRINTER	29.82
		COPIER LEASE 7855 FEBRUARY 201		01 5-07-721	COPIER/PRINTER	184.81
		COPIER LEASE 7855 FEBRUARY 201		02 5-00-721	COPIER/PRINTER	41.72
		COPIER LEASE 7855 FEBRUARY 201		05 5-00-721	COPIER/PRINTER	41.72
		=== VENDOR TOTALS ===	618.62			
		=== PACKET TOTALS ===	203,564.87			

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Work Plan

February 2016

City of Sisters

Finance:

- 2015/16 Budget Changes – None at this time
- Sewer/Water Rate Changes – Reviewing data, revisiting rates schedule – Ongoing
- 5 year forecast for Sewer and Water, DONE. Infrastructure Management plans being drafted, reviewing with Council through spring 2016
- Receivables Status Update (Report to CM)-DONE, continue monthly reporting – 30th of every month
- Forecasting Tool (Excel Sheet) – DONE, update monthly
- Cash Position Update, review CoS cash position, commitments and potential commitments – DONE, 30th of every month
- Reimbursements for: Village Green Restrooms, Barclay Drive Improvements – Pending

City of Sisters

Community Development:

- Existing Applications: Final Plat FP 14-05 Peaks @ Pine Meadow (8 lots); Final Plat FP 11-01 McKenzie Meadow Village Phase 1 final plats (15 lots); Temporary Use TU 15-01 Celia Hung 320/350 E. Cascade; Minor Partition MNR 16-01 Ashley (2 lots); Minor Partition MNR 16-03 Chris Carlson (2 lots); Minor Partition MNR 16-02 Dutch Pacific (3 lots); SP 16-01 Sister's Meat; SP 16-02 Beacham's Clocks; EXT 16-01 (of LLA 13-04) for Sisters Airport; EXT 16-02 (of MNR 13-01) for Sisters Airport
- Development Code revisions: Text Amendment TA 15-03 –Setbacks for alley loaded garages, MFR density and heights, definitions of FFE, Future text amendments under discussion: Mobile Food Units, Temporary Uses, Vacation Rentals; Site Plan reviews, Dark Skies, Cluster Developments, Expiration of entitlements;
- Long range planning and studies: Urbanization Study/Economic Opportunities Analysis; Comprehensive Plan Update; Carver Lake Moraine Dam Risk Analysis and Reduction Project; Hood Ave Art District/Public Art projects;
- Parks: Update City Parks Master Plan, Parks CIP and Park SDCs;
- GIS update, Project List needs to include updates for Base Map (include all as-builts for new subdivisions), land use maps; new aerial;
- Code Enforcement: 2 active cases from 2016
- Grants: Urban Renewal Grants – Remaining: 4 from 2015 (deadline 06/30/16)
- Planning Commission and City Council Agendas:
 - 03/10/16 CC: Text Amendment TA 15-03 public hearing
 - 03/17/16 PC: Workshop next round of text amendments
- Planning and Building Fee Update, Contract restructure with Deschutes County for Building Services and Potentially Hiring an “in house” building official
- U of O - Sustainable City Year Program and Resource Assistance for Rural Environments: Developing proposed project lists

City of Sisters

Public Works:

- List and schedule for all “can’t you just (CYJ)” projects –schedule/completion is on-going – List has been updated effective 2/1, prioritized. Scheduling/execution is progressing
- URA Projects
 - Chamber Building Improvements – Interior Done, Landscape / ADA improvements Winter 2015
- SDC Update – Infrastructure Management Plan, Wastewater drafted and delivered to Council, public hearing scheduled for February 25. Water is being drafted
- Red Dirt Triangle- to be analyzed along with intersections and access points for the eastern highway corridors as part of a TSP update which may include a corridor refinement plan
- Cascade Ave. – Lighting retrofit completed, we reduced the wattage on 2 fixtures at Spruce on the north side of Cascade and are determining if we can further reduce dark skies impact, waiting for Dark Skies Committee recommendation (working with CDD)
- East Portal – Forest Service update on 12/8, they are going to retain a broker and should be in a position to discuss the sale of this property some time in 2016
- Barclay Square Waterline Upgrade – Design Spring 2015, work Spring 2016
- Speed zone study – All documents submitted, awaiting response from ODOT
- Barclay/Hwy 20 Roundabout – IGA done, working with ODOT on design / construction staging and minimizing impact on west side and downtown businesses
- Hood Avenue Improvements – Design complete, bids received October 28. Value engineering proceeding, construction has begun, finish in spring 2016
- Airport Infrastructure Projects – DONE, awaiting reimbursement from IFA and IOF
- Work with DEQ to develop plan for long-term compliance and obtain their support for proposed Sewer System Master Plan – ongoing
- Developed plan and cost estimates for repair of SSD Tennis Courts at Highway 20/Locust, Council approved on November 12, paving complete, work ongoing, expected completion in Spring 2016
- Campground Upgrades, budget, plan, commence in February to be finished by May
- TSP Update, RFP to Council for approval by March 1, 2016

City of Sisters

City Manager:

- **Kathy**
 - Upcoming Council Meeting /Workshops – ongoing
 - Municipal Code Update –2016
 - Council Rules – 3/3/16 meeting
- **Andrew**
 - SDCs
 - Restructure and rationalize based on water / sewer service sizes, work with Parks Board and Council to revise Park and potentially Transportation as well (TSP update)
 - Water / Sewer Rate discussion ongoing

City of Sisters

City Council:

- Strengthen City Finances
 - ❖ Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs
 - ❖ Review current status of pending litigation and potential financial liability of the City - Done
 - ❖ Increase reserves - Done
 - ❖ Examine Park SDC's – In Process
- Increase both Community and Private Sector Asset Base
 - ❖ Enhance city parks - Ongoing
 - ❖ Movies in the park
 - ❖ Community asset – Positions posted for new Committee - Ongoing
 - ❖ Increase TRT – In Process
- Economic Development
 - ❖ Increase funding to make Economic Development Manager position full-time - Done
 - ❖ Increase Chamber of Commerce Funding to 50% of TRT - Done
 - ❖ Create and Implement a forgivable loan program - Done
 - ❖ Develop an affordable housing policy - Ongoing

- Improve Connectivity
 - ❖ Continue work with ODOT on roundabout project for Highway 20 - Done
 - ❖ Work on connectivity projects (Village Green to Petersen Ridge Trailhead and Village Green Park to Sisters Airport)

- Improve Public Outreach
 - ❖ Reinstate CCI and establish clear direction for its purpose
 - ❖ Conduct Surveys to find out how a majority of citizens and businesses feel - Done
 - ❖ Utilize Sisters local radio station - Ongoing
 - ❖ Establish guidelines for processing future capital projects – Who, What, Where, When and Why - Done

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 0/00/0000 TO 99/99/9999

PAID STATUS: ALL

EFFECTIVE DATES: 2/01/2016 TO 3/07/2016

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT
001149	CONTR	ALLEN CONTRACTING	1804 NE CARSON WAY	OUTSIDE
001150	CONTR	S.L. RODGERS CONSTRUCTION, IN	16435 SUNTREE LANE	OUTSIDE
001151	SVS	LEAPFROG TRAINING & FACILITAT		INSIDE
001153	CONTR	INDUSTRIAL COMM ELECTRIC CO.	13141 BLACKBERRY LN	OUTSIDE

TOTAL LICENSES: 4

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: March 10, 2016

Staff: Darcy Reed

Type: Regular Meeting / Public Hearing

Dept: CDD

Subject: Text Amendment (TA 15-03); Various Text Amendments to the Sisters Development Code

Action Requested: Adopt Ordinance No. 468, AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE as detailed in City file TA 15-03.

Report in brief: This is a public hearing to review various Development Code text amendments submitted by the City of Sisters as Applicant.

Background: On September 17th, November 19th and December 17th, 2015, the Planning Commission held workshops to review the proposed text amendments. A workshop was also held with City Council on January 7, 2016 to further discuss these proposed revisions. During the City Council workshop, the Council authorized staff to proceed with a Type IV application and public hearing at the Planning Commission.

On February 18, 2016, the Planning Commission held a public hearing and made a recommendation to City Council to approve TA 15-03 with modifications as described in the staff report. The recommendation from the Planning Commission is now being forwarded to the City Council for a public hearing and adoption.

The text amendments are intended to enable more opportunities for economic development in the City of Sisters by ensuring a diversity of businesses with sufficient opportunities to locate in Sisters. Several of the proposed changes provide more flexibility in housing development options, thereby encouraging residents to live in Sisters and contribute to the economy.

Discussion: A summary of Proposed Development Code text revisions are as follows:

- **Chapter 1.3 - Definition for Formula Food Establishments**
 - Revising the definition of "substantially similar" minimum threshold from 3 to 20. This would enable a smaller regional FFE to locate in the City

- **Chapter 2.2 – Residential**
 - Setbacks for alley loaded garages initially proposed at 10'.
 - Setbacks for front loaded garages in alleys are currently 20'. The Planning Commission previously work-shopped allowing a reduced setback for alleys 20' in width or greater. The Planning Commission recommended keeping the 20' setback as is currently required.
 - Increasing maximum height for all residential structures from 30' to 35'.
 - Text for setbacks is further clarified

- **Chapter 2.3 - Multi-Family Residential**
 - Setbacks for alley loaded garages: Same as Chapter 2.2
 - Revising min. density from 9 to 7 dwelling units (DU) per gross acre (AC).
 - Currently the MFR zone is 9 DU min and 20 DU max. per gross acre and the R zone is 3 DU min and 8 DU max. per gross acre density.

- **Chapter 2.3 - Multi-Family Residential continued**
 - There is a gap in residential density between R zoning 8-DU/AC maximum and MFR 9 DU/AC minimum.
 - This would allow for a 1 unit per gross acre density overlap between the R and MFR zoning districts.
 - Increasing maximum height for multifamily structures for five or more units
 - Current maximum height is 30' causing three story buildings to be practically impossible to construct and market.
 - Proposal would enable habitable area up to 35' in height and allow non-inhabited architectural features to be constructed between 35' up to 50' maximum height.
 - This would enable a three story multifamily building with appropriate architectural features
 - Increasing maximum height for all residential structures from 30' to 35'.
 - Requiring Minor Conditional Use for developments proposing a density of 15-20 gross units per acre.
 - Table 2.3.2 Development Standards in the Multifamily Residential District
 - Lots sizes are proposed to be revised to enable a fourplex dwelling on a 10,000 square foot minimum lot
 - Multifamily structures of 5 or more units would require 12,000 square feet minimum with an additional 200 square feet of usable open space per unit.
 - This would enable the specific # of units proposed require a specific area of usable open space.
 - Revising text in Section K. Additional Design Standards for Multi-Family Housing
 - Usable open space is added in the definition and would apply to developments with 5 or more units
- **Chapter 2.4 - Downtown Commercial**
 - Setbacks for alley loaded garages: Same as Chapter 2.2 and 2.3
- **Chapter 3.2 – Landscaping**
 - Reducing the minimum caliper for required street trees from 2" to 1 ½".

Fiscal Impact: There are no direct fiscal impacts related to approving TA 15-03.

Recommendation: The text amendments are "bundled" into File No. TA 15-03. The City Council may consider approving the amendments "as-is", modify what is being proposed, or continue the public hearing to a future date.

Attachments:

Ordinance No. 468: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS DEVELOPMENT CODE, including the following Exhibits:

Exhibit A - Proposed Development Code text amendments with notes

Exhibit B - Planning Commission Resolution No. PC 2016-02 with staff report and findings

Concurrence:  CM  F&A  PTD CDD  PW

ORDINANCE NO. 468

AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 1.3 (DEFINITIONS), CHAPTER 2.2 (RESIDENTIAL DISTRICT), CHAPTER 2.3 (MULTI-FAMILY RESIDENTIAL DISTRICT), CHAPTER 2.4 (DOWNTOWN COMMERCIAL DISTRICT), AND CHAPTER 3.2 (LANDSCAPING AND SCREENING).

WHEREAS, The City seeks amendments to the Sisters Development Code that would (1) amend the definition of Formula Food Establishments in the Definitions Chapter 1.3; (2) amend Chapters 2.2 (Residential District), 2.3 (Multi-Family Residential District), and 2.4 (Downtown Commercial District) to better define garage setbacks and requirements in a consistent manner and to increase the maximum building height for residential development; (3) amend the development and density standards for multi-family development in Chapter 2.3; and (4) reduce the minimum caliper size for planting of street trees as defined in Section 3.2.600; and,

WHEREAS, Text Amendment TA 15-03 will encourage economic development; and,

WHEREAS, in accordance with the provisions found in the Sisters Development Code Table 4.1.200 and Section 4.1.600, the proposed Development Code amendments are processed as a Type IV application; and,

WHEREAS, the Department of Land Conservation and Development received the Notice of Proposed Development Code Amendments electronically on September 10, 2015; and,

WHEREAS, Text Amendment TA 15-03 is consistent with the Statewide Planning Goals 1, 2, and 9; and,

WHEREAS, Text Amendment TA 15-03 is consistent with the Comprehensive Plan; and,

WHEREAS, Text Amendment TA 15-03 will not create an action that would cause an evaluation for compliance with 4.7.600, Transportation Planning Rule (TPR); and,

WHEREAS, the Sisters Planning Commission held workshops on September 17, 2015, November 19, 2015 and December 17, 2015 and the City Council held a workshop on January 7, 2016 to discuss the changes that are under consideration herein; and,

WHEREAS, after due notice, a public hearing on the proposed project was held before the Sisters Planning Commission at the City of Sisters Council Chambers (Sisters City Hall building, 520 E Cascade Avenue, Sisters, 97759) on February 18, 2016 at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, at the public hearing held on February 18, 2016, the Planning Commission made formal recommendations to the City Council by adopting Resolution No. PC 2016-02 with modifications; and,

WHEREAS, after due notice, a public hearing on the proposed text amendment was conducted by the Sisters City Council on March 10, 2016, at which time the Planning Commission's findings were reviewed, witnesses were heard and evidence was received by the City Council; and the City Council found that text amendment TA 15-03 met all applicable legal requirements, including all notice requirements, and that the ordinance adopting the amendment will benefit the City of Sisters.

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The Sisters Development Code is hereby amended as provided in Exhibit A to this Ordinance.

SECTION 2. In support of the Development Code text amendment in Section One, the City Council hereby adopts the Planning Commission's Resolution including findings attached hereto as Exhibit B to this Ordinance, which demonstrate compliance with the Sisters Development Code, the City's Comprehensive Plan, and the applicable statewide planning goals, statutes and administrative rules.

SECTION 3. Written testimony received by the City is acknowledged and is referenced herein as if fully set forth. All testimony received is public record, and is found in File No. TA 15-03 as received by the City of Sisters.

PASSED by the Common Council of the City of Sisters this 10th day of March, 2016, and APPROVED by the Mayor of the City of Sisters.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

EXHIBIT A

The following are the proposed amendments by Chapter. All text additions are underlined and deletions are struck out. Notes are included in the right hand margins.

Chapter 1.3 — Definitions

Development Code Section 1.3.300 Meaning of Specific Words and Terms is amended as follows:

Formula Food Establishment - An eating or drinking establishment that: (a) is required by contractual or other arrangements to offer standardized menus, ingredients, food preparation, employee uniforms, interior decor, signage or exterior design; or (b) adopts a name, appearance or food presentation format that causes it to be substantially identical to ~~three~~ twenty or more other establishments regardless of ownership or location.

Chapter 2.2 Residential District (R)

Development Code Section 2.2.300 Development Standards is amended as follows:

Section 2.2.300 Development Standards

Table 2.2.2 Development Standards in the Residential District

Development Standard	Residential District	Comments/Other Requirements
Building Height		
	Maximum 30 <u>35</u> -feet for all residential uses; 35-foot maximum for all non-residential uses, also refer to exceptions.	

Continued - Table 2.2.2 Development Standards in the Residential District

Exterior Side Yard Setbacks		
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.	
Garage (front-loaded street accessed) <u>when accessed from a street</u>	20 ft. min.	
Garage (side-loaded street accessed) <u>when accessed from a street</u>	10 ft. min.	
Garage (front-loaded) when accessed from an alley 20' in width or greater	10 ft. min.	← CC recommends 10' be changed to 15'
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.	
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u>	← PC recommended keeping at 20' min. in all cases
<u>Garage (side-loaded) when accessed from an alley</u>	<u>3 ft. min.</u>	
Rear Yard Setbacks		
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min.	
Accessory Building	5 ft. per story min.	
Detached Garage (street accessed)	5 ft. per story min.	
Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater	20-10 ft. min.	← CC recommends 10' be changed to 15'
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.	
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u>	← PC recommended keeping at 20' min. in all cases
Side loaded garages <u>Garage (side-loaded) when accessed from an alley</u>	3 ft. min.	
See also garage requirements 2.2.300.E		
Accessory dwelling units shall comply with living space setbacks		

Chapter 2.3 Multi-Family Residential District (MFR) Development Standards

Development Code Sections 2.3.200 Uses and 2.3.300 Development Standards are amended as follows:

2.3.200 Uses

Table 2.3.1 Use Table for the Multi-Family Residential District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
<u>Multifamily dwelling units with a density of greater than 15 gross units per acre up to 20 gross units per acre</u>	<u>MCU</u>

Key: P = Permitted SP = Special Provisions MCU = Minor Conditional Use Permit CU = Conditional Use

2.3.300 Development Standards

Table 2.3.2 Development Standards in the Multi-Family Residential District

Development Standard	Multi-Family Residential District	Comments/Other Requirements
Minimum lot area		
Single family detached dwelling, including manufactured dwelling on individual lot and zero lot line dwelling	4,500 square feet	
Duplex dwelling	7,500 square feet	
Triplex dwelling	9,000 square feet	
<u>Fourplex dwelling</u>	<u>10,000 square feet</u>	
Attached dwelling (townhomes)	3,500 square feet	
Multi-family dwelling (4-5 or more units)	10,000-12,000 square feet for first 4 units, plus 2,000 square feet each additional unit	<u>Structures with 5 or more units shall provide an additional 200 square feet of usable open space per dwelling unit. The standard applies starting at the 6th unit.</u>
Child Care Center, Public and Institutional uses and Residential facility	none	
Building Height		
	30' <u>35'</u> for all residential uses <u>except 5 or more multifamily units</u> ; 35' for all non-residential uses.	<u>Multifamily: 5 or more units 35' within habitable area. 35' to 50' may include non - habitable area</u>

Continued - Table 2.3.2 Development Standards in the Multi-Family Residential District

Setbacks	
Exterior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.
Garage (front-loaded street accessed) <u>when accessed from a street</u>	20 ft. min.
Garage (side-loaded street accessed) <u>when accessed from a street</u>	10 ft. min.
Garage (front-loaded) when accessed from an alley 20' in width or greater	10 ft. min. ←
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u> ←
<u>Garage (side-loaded) when accessed from an alley</u>	<u>3 ft. min.</u>
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min.
Accessory Building	5 ft. per story min.
Detached Garage (street accessed)	5 ft. per story min.
Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater	20 10 ft. min. ←
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.
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Side-loaded garages <u>Garage (side-loaded) when accessed from an alley</u>	3 ft. min.
See also garage requirements 2.3.300.E	
Accessory dwelling units shall comply with living space setbacks	

CC recommends 10' be changed to 15'

PC recommended keeping at 20' min. in all cases

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G. Residential Density Standards. The following residential density standards apply to all land divisions in the Multi-Family Residential District and to multi-family housing on individual lots.

1. The density range for the Multi-Family Residential District shall be ~~9~~ 7 units per gross acre minimum and ~~20~~ 15 units per gross acre maximum; more than 15 units per acre up to 20 units per acre allowed via Minor Conditional Use
2. Minimum and maximum residential densities are calculated by multiplying the gross acres by the applicable density standard. For example, if the parcel size is 5 acres, the minimum density is 45 units and the maximum is 100 units. When calculating minimum and maximum densities, figures are rounded down to the closest whole number.
3. Accessory dwelling units are exempt from the minimum density standards.

K. Additional Design Standards for Multi-Family Housing. In addition to the design standards set forth in Section 2.3.300.H above, development of multi-family housing (4 ~~5~~ or more units) shall also comply with the following additional standards.

1. ~~Common Usable~~ Usable open space shall be ~~A minimum of 15 percent of site area, inclusive of required setbacks but~~ exclusive of dedicated street right-of-ways, land dedicated to other public uses like parks and schools, and vehicular circulation and parking areas. Sensitive lands and historic buildings or landmarks open to the public and designated by the Comprehensive Plan may be counted toward meeting the common open space requirements.

Chapter 2.4 Downtown Commercial (DC) District

Development Code Section 2.4.300 Development Standards is amended as follows:

Table 2.4.2.a Development Standards for Stand-Alone Residential Uses located within the Downtown Commercial District. These standards only apply to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue

Development Standard	Downtown Commercial District	Comments/Other Requirements
Exterior Side Yard Setbacks		
Primary Building/Living Space (Enclosed habitable area)/Accessory Building		10 ft. min.
Garage (front-loaded street accessed) <u>when accessed from a street</u>		20 ft. min.
Garage (side-loaded street accessed) <u>when accessed from a street</u>		10 ft. min.
Garage (front-loaded) when accessed from an alley 20' in width or greater		10 ft. min. ← CC recommends 10' be changed to 15'
Garage (front-loaded) when accessed from an alley less than 20' in width		20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>		<u>20 ft. min.</u> ← PC recommended keeping at 20' min. in all cases
<u>Garage (side-loaded) when accessed from an alley</u>		<u>3 ft. min.</u>
Rear Yard Setbacks		
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)		15 ft. min.
Accessory Building		5 ft. per story min.
Detached Garage (street accessed)		5 ft. per story min.
Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater		20-10 ft. min. ← CC recommends 10' be changed to 15'
Garage (front-loaded) when accessed from an alley less than 20' in width		20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>		<u>20 ft. min.</u> ← PC recommended keeping at 20' min. in all cases
Side-loaded garages <u>Garage (side-loaded) when accessed from an alley</u>		3 ft. min.
See also garage requirements 2.4.300.B		
Accessory dwelling units shall comply with living space setbacks		

Chapter 3.2 Landscaping and Screening

Development Code Section 3.2.600 Street Trees is amended as follows:

3.2.600 Street Trees

C. Caliper Size. Planted trees shall have a minimum caliper size of ~~two (2)~~ one and one-half (1½) inches and shall conform to the standards described by the ANSI A300 standards for nursery stock, latest edition.



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2016-02**

**THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND
RESOLVE THAT:**

WHEREAS, the City of Sisters, applicant, proposes a Development Code text amendment to the definition of Formula Food Establishments in the Definitions Chapter (Ch. 1.3). The proposal also includes amending Chapters 2.2 (Residential District), 2.3 (Multi-Family Residential District), and 2.4 (Downtown Commercial District) to better define garage setbacks and development requirements in a consistent manner. Additional amendments to Chapter 2.3 include amending the development and density standards for multi-family development. Lastly, the amendment includes reducing the minimum caliper size for planting of street trees as defined in Section 3.2.600.

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 15-03 have determined that the changes proposed to the Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on September 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on February 3, 2016, a public hearing on the proposed text amendment was held before the Sisters Planning Commission on February 18, 2016, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE DEVELOPMENT CODE AMENDMENT, FILE NO. TA 15-03 SUBJECT TO THE FOLLOWING EXHIBIT:

Exhibit A – Staff Report with attachments as noted and proposed Development Code text as recommended by Planning Commission during 02/18/2016 public hearing.

CITY OF SISTERS
Planning Commission Resolution

(CONSIDERED BY THE PLANNING COMMISSION FEBRUARY 18, 2016)

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 18th DAY OF FEBRUARY, 2016.

Members of the Commission: Clem, Detweiler, Gentry, Nagel, Seymour, Tewart, Wright

AYES:	Clem, Gentry, Seymour, Wright	(4)
NOES:	Detweiler	(1)
ABSENT:	Nagel, Tewart	(2)
ABSTAIN:		(0)


Signed: David Gentry, Chairman



**CITY OF SISTERS
PLANNING COMMISSION**

STAFF REPORT

Exhibit A

File #: Text Amendment #15-03

Applicant: City of Sisters

Request: The proposal includes the following Development Code text amendments: 1) Amending the definition of Formula Food Establishments in the Definitions Chapter 1.3; 2) Amending Chapters 2.2 (Residential District), 2.3 (Multi-Family Residential District), and 2.4 (Downtown Commercial District) to better define garage setbacks and requirements in a consistent manner and to increase the maximum building height for residential development; 3) Amending the development and density standards for multi-family development in Chapter 2.3; and 4) Reducing the minimum caliper size from 2" to 1 ½" for planting of street trees as defined in Section 3.2.600.

Hearing Date: February 18, 2016, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location: Applicable zoning districts

Planner: Darcy Reed

I. Background

The City of Sisters is proposing to amend various sections of the Development Code. After discussing this proposal during several Planning Commission workshops on September 17, 2015, November 19, 2015 and December 17, 2015, City Council held a workshop on January 7, 2016 to further consider the proposal. During that City Council workshop, staff requested the Council offer additional comments or edits to the text amendment and authorize a Type IV application and public hearing to be held before the Planning Commission.

The City Council has reviewed the text amendments being proposed, offered comments (contained herein) and authorized the application and public hearing.

II. Project Request

Staff requests the Planning Commission review the proposed text amendments including comments made by City Council during the January 7, 2016 workshop. The Planning Commission is being requested to hear statements from all participants and make a recommendation with draft conditions to be forwarded to the City Council for final approval.

**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

SUMMARY OF PROPOSED TEXT AMENDMENTS

CHAPTER 1.3 - DEFINITION FOR FORMULA FOOD ESTABLISHMENTS

The text amendment clarifies the definition of Formula Food Establishments which are permitted in the Downtown Commercial and Highway Commercial zones. Revising the definition of "substantially similar" minimum threshold from 3 to 20 would enable a smaller regional FFE to locate in the City.

CHAPTER 2.2 – RESIDENTIAL

Setbacks for alley loaded garages:

The text amendment modifies setbacks for front loaded garages in alleys, which are currently 20' setbacks.

The proposed setback for a front loaded garage in an alley would be 10' for an alley 20' in width or greater. This would enable most vehicle types to park parallel to the garage openings while keeping out of the alley and making more efficient use of the lot. The setback for alley loaded garages with alleys less than 20' in width would remain as a 20' setback.

For the first scenario, a 20' wide alley and 10' garage setback provides 30' of drive aisle maneuverability. The City currently requires 24' of drive aisle width for 90° parking spaces both for 1 way and 2 way parking aisles. Therefore, a 30' drive aisle will provide sufficient space for maneuvering in and out of a garage and into a two-way alley. The second scenario requires a 20' garage setback for alleys that are less than 20' in width. Many alleys in the older subdivisions (such as the Davidson Addition and Edge O' the Pines Addition) are 12' in width. Therefore, the 20' garage setback ensures 32' of drive aisle maneuverability to drive in and out of a garage and into a two-way alley.

The City Council recommends revisiting the reduction of the setback for alleys that are 20' in width or greater. They recommend a 15' setback instead of a 10' setback for alleys that are 20' in width or greater due to the likelihood of people trying to park large vehicles in the space between the alley and the garage and the possibility of the alley being blocked by these parked vehicles.

Text for setbacks is further clarified:

The text describing garage setbacks in Table 2.2.2 is clarified to be consistent in verbiage.

Increasing maximum height for all residential structures from 30' to 35':

The text amendment for increasing building height for all residential structures from 30' to 35' enables steeper pitch roofs, suitable for architectural styles prevalent in Sisters while also accommodating appropriate slopes to accommodate snow loading roof.

CITY OF SISTERS
Planning Commission

Title: TA #15-03
Hearing Date: February 18, 2016

CHAPTER 2.3 - MULTI-FAMILY RESIDENTIAL

Setbacks for alley loaded garages: Same as Chapter 2.2

Text for setbacks is further clarified: Same as Chapter 2.2

Revising minimum density from 9 to 7 dwelling units (DU) per gross acre (AC):

Currently the MFR zone is 9 DU minimum and 20 DU maximum per gross acre and the R zone is 3 DU minimum and 8 DU maximum per gross acre density. There is a gap in residential density between R zoning 8-DU/AC maximum and MFR 9 DU/AC minimum. The text amendment would allow for a 1 unit per gross acre density overlap between the R and MFR zoning districts.

Increasing maximum height for multifamily structures for five or more units:

Current maximum height is 30' causing three story buildings to be practically impossible to construct and market. The text amendment would enable habitable area up to 35' in height and allow non-inhabited architectural features to be constructed between 35' up to 50' maximum height. This would enable a three story multifamily building with appropriate architectural features to be developed.

Increasing maximum height for all residential structures from 30' to 35':

The text amendment for increasing building height for all residential structures from 30' to 35' enables steeper pitch roofs, suitable for architectural styles prevalent in Sisters while also accommodating appropriate slopes to accommodate snow loading roof.

Requiring Minor Conditional Use for 15-20 gross units per acre:

The text amendment will enable staff to perform additional review on higher density projects.

Table 2.3.2 Development Standards in the Multifamily Residential District:

Lots sizes are proposed to be revised to enable a fourplex dwelling on a 10,000 square foot minimum lot. Multifamily structures of 5 or more units would require 12,000 square feet minimum with an additional 200 square feet of usable open space per unit. This would enable the specific number of units proposed to require a specific area of usable open space and make more efficient use of the land.

Revising text in Section K. Additional Design Standards for Multi-Family Housing:

Usable open space is added in the definition and would apply to developments with 5 or more units.

**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

CHAPTER 2.4 - DOWNTOWN COMMERCIAL

Setbacks for alley loaded garages: Same as Chapter 2.2 and 2.3

Text for setbacks is further clarified: Same as Chapter 2.2 and 2.3

CHAPTER 3.2 – LANDSCAPING

Staff received additional input from the Urban Forestry Board during an August 12, 2015 meeting regarding the preferred caliper size of street trees to be planted. The Board recommended that reducing the caliper size from 2-inch minimum to 1 ½-inch minimum would provide numerous benefits. For instance, the Urban Forestry Board has indicated there is more selection of trees available at 1 ½-inch caliper size and these trees are just as successful at reaching maturity as 2-inch caliper trees when tended to properly.

--The following are the proposed amendments by Chapter. (All text additions are underlined and deletions are struck out.) --

CITY OF SISTERS
Planning Commission

Title: TA #15-03
Hearing Date: February 18, 2016

➤ **Chapter 1.3 — Definitions**

Development Code Section 1.3.300 Meaning of Specific Words and Terms is amended as follows:

Formula Food Establishment - An eating or drinking establishment that: (a) is required by contractual or other arrangements to offer standardized menus, ingredients, food preparation, employee uniforms, interior decor, signage or exterior design; or (b) adopts a name, appearance or food presentation format that causes it to be substantially identical to ~~three~~ twenty or more other establishments regardless of ownership or location.

**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

➤ **Chapter 2.2 Residential District (R)**

Development Code Section 2.2.300 Development Standards is amended as follows:

Section 2.2.300 Development Standards

Table 2.2.2 Development Standards in the Residential District

Development Standard	Residential District	Comments/Other Requirements
Building Height	Maximum 30 <u>35</u> -feet for all residential uses; 35-foot maximum for all non-residential uses, also refer to exceptions.	

Continued - Table 2.2.2 Development Standards in the Residential District

Exterior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.
Garage (front-loaded street accessed) <u>when accessed from a street</u>	20 ft. min.
Garage (side-loaded street accessed) <u>when accessed from a street</u>	10 ft. min.
Garage (front-loaded) when accessed from an alley 20' in width or greater	10 ft. min. ←
Garage (front loaded) when accessed from an alley less than 20' in width	20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u> ←
<u>Garage (side-loaded) when accessed from an alley</u>	<u>3 ft. min.</u>
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min.
Accessory Building	5 ft. per story min.
Detached Garage (street accessed)	5 ft. per story min. ←
Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater	20 10 ft. min. ←
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u> ←
Side-loaded garages <u>Garage (side-loaded) when accessed from an alley</u>	3 ft. min.
See also garage requirements 2.2.300.E	
Accessory dwelling units shall comply with living space setbacks	

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**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

➤ **Chapter 2.3 Multi-Family Residential District (MFR) Development Standards**

Development Code Sections 2.3.200 Uses and 2.3.300 Development Standards are amended as follows:

2.3.200 Uses

Table 2.3.1 Use Table for the Multi-Family Residential District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
<u>Multifamily dwelling units with a density of greater than 15 gross units per acre up to 20 gross units per acre</u>	<u>MCU</u>

Key: P = Permitted SP = Special Provisions MCU = Minor Conditional Use Permit CU = Conditional Use

2.3.300 Development Standards

Table 2.3.2 Development Standards in the Multi-Family Residential District

Development Standard	Multi-Family Residential District	Comments/Other Requirements
Minimum lot area		
Single family detached dwelling, including manufactured dwelling on individual lot and zero lot line dwelling	4,500 square feet	
Duplex dwelling	7,500 square feet	
Triplex dwelling	9,000 square feet	
<u>Fourplex dwelling</u>	<u>10,000 square feet</u>	
Attached dwelling (townhomes)	3,500 square feet	
Multi-family dwelling (4 <u>5</u> or more units)	40,000 <u>12,000</u> square feet for first 4 units, plus 2,000 square feet each additional unit	<u>Structures with 5 or more units shall provide an additional 200 square feet of usable open space per dwelling unit. The standard applies starting at the 6th unit.</u>
Child Care Center, Public and Institutional uses and Residential facility	none	
Building Height		
	30' <u>35'</u> for all residential uses except <u>5 or more multifamily units</u> ; 35' for all non-residential uses.	<u>Multifamily: 5 or more units 35' within habitable area. 35' to 50' may include non - habitable area</u>

**CITY OF SISTERS
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Continued - Table 2.3.2 Development Standards in the Multi-Family Residential District

Setbacks	
Exterior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.
Garage (front-loaded street accessed) <u>when accessed from a street</u>	20 ft. min.
Garage (side-loaded street accessed) <u>when accessed from a street</u>	10 ft. min.
Garage (front-loaded) when accessed from an alley 20' in width or greater	10 ft. min. ←
Garage (front-loaded) when accessed from an alley less than 20' in width	20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>	<u>20 ft. min.</u> ←
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Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater	20 10 ft. min. ←
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1. The density range for the Multi-Family Residential District shall be ~~9~~ 7 units per gross acre minimum and 20 15 units per gross acre maximum; more than 15 units per acre up to 20 units per acre allowed via Minor Conditional Use
 2. Minimum and maximum residential densities are calculated by multiplying the gross acres by the applicable density standard. For example, if the parcel size is 5 acres, the minimum density is 45 units and the maximum is 100 units. When calculating minimum and maximum densities, figures are rounded down to the closest whole number.
 3. Accessory dwelling units are exempt from the minimum density standards.

**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

K. Additional Design Standards for Multi-Family Housing. In addition to the design standards set forth in Section 2.3.300.H above, development of multi-family housing (4.5 or more units) shall also comply with the following additional standards.

1. ~~Common Usable~~ Usable open space shall be ~~A minimum of 15 percent of site area, inclusive of required setbacks but~~ exclusive of dedicated street right-of-ways, land dedicated to other public uses like parks and schools, and vehicular circulation and parking areas. Sensitive lands and historic buildings or landmarks open to the public and designated by the Comprehensive Plan may be counted toward meeting the common open space requirements.

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Table 2.4.2.a Development Standards for Stand-Alone Residential Uses located within the Downtown Commercial District. These standards only apply to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue

Development Standard	Downtown Commercial District	Comments/Other Requirements
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Accessory Building		5 ft. per story min.
Detached Garage (street accessed)		5 ft. per story min.
Garage setbacks (front-loaded) when accessed from an alley 20' in width or greater		20-10 ft. min. ←
Garage (front-loaded) when accessed from an alley less than 20' in width		20 ft. min.
<u>Garage setbacks (front-loaded) when accessed from an alley</u>		<u>20 ft. min.</u> ←
Side-loaded garages <u>Garage (side-loaded)</u> when accessed from <u>an</u> alley		3 ft. min.
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**CITY OF SISTERS
Planning Commission**

Title: TA #15-03
Hearing Date: February 18, 2016

➤ **Chapter 3.2 Landscaping and Screening**

Development Code Section 3.2.600 Street Trees is amended as follows:

3.2.600 Street Trees

C. Caliper Size. Planted trees shall have a minimum caliper size of ~~two (2)~~ one and one-half (1½) inches and shall conform to the standards described by the ANSI A300 standards for nursery stock, latest edition.

-----**End of proposed text amendments**-----

III. Conclusionary Findings

Sisters Development Code (SDC) Chapter 4, Table 4.1.200 lists a code amendment as a Type IV decision, regulated by Chapter 4.7 (Land Use District Map and Text Amendments). Section 4.7.200 states that legislative amendments are policy decisions made by the City Council and shall be reviewed using the Type IV procedure found in SDC Section 4.1.600 and shall conform to SDC section 4.7.600 Transportation Planning Rule compliance (if applicable).

Pursuant to the SDC Section 4.1.600, the City may approve, approve with modifications, approve with conditions, deny the proposed change or recommend an alternative to the code text amendment based on the following four criteria and standards.

Section 4.1.600 of the SDC states:

- E. Decision-Making Considerations.** The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:
1. Approval of the request is consistent with the Statewide Planning Goals;
 2. Approval of the request is consistent with the Comprehensive Plan; and
 3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.
 4. SDC 4.7.600, Transportation Planning Rule (TPR) Compliance

CITY OF SISTERS
Planning Commission

Title: TA #15-03
Hearing Date: February 18, 2016

- 1. Approval of the request is consistent with applicable Statewide Planning Goals.** The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: On September 17, 2015, November 19, 2015 and December 17, 2015, Planning Commission held a workshop to gather feedback regarding these changes. On January 7, 2016, City Council also held a workshop. Two public hearings are required by the Development Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA #15-03) was noticed in the Nugget Newspaper on February 3, 2016, two weeks prior to the February 18, 2016 Planning Commission hearing.

Staff finds the Text Amendment (TA #15-03) complies with Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: As previously stated, the proposal includes a Development Code amendment to the definition of Formula Food Establishments in the Chapter 1.3 (Definitions), and to amend Chapters 2.2 (Residential District), 2.3 (Multi-Family Residential District), and 2.4 (Downtown Commercial District) to better define garage setbacks and requirements in a consistent manner. This proposal also includes amending the Use and Development Standards sections in Chapter 2.3 (Multi-Family Residential) to establish more efficient use of land for multi-family dwelling projects consisting of 5 or more units. Lastly, the proposal includes reducing the minimum caliper size for planting of street trees Chapter 3.2 (Landscaping and Screening). This builds upon the planning process and ensures that the Planning Commission and City Council are aware of these Decisions.

Staff finds the Text Amendment (TA #15-03) complies with Goal 2.

Goal 9 – Economic Development. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

**CITY OF SISTERS
Planning Commission**

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Response: Several of the proposed changes provide more flexibility in housing development options, thereby encouraging residents to live in Sisters and contribute to the economy. Changes to the definition of Formula Food Establishment (FFE) will also contribute to a greater variety of regional based FFE's that may look to Sisters as a future base location.

Staff finds that the proposed Text Amendment complies with Goal 1, 2 and 9 of the Statewide Planning Goals.

2. **Approval of the request is consistent with the Comprehensive Plan.** The City of Sisters Comprehensive Plan is organized in a manner that follows the format of the statewide planning goals. The evaluation for consistency with the Comprehensive Plan text relies on whether the proposal aligns with specific tasks, policies and objectives within the relevant portions of the Plan, which are as follows.

Goal 1: Citizen Involvement

1.4 POLICIES

1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.
- d. The City shall use a variety of methods to achieve citizen involvement.

Response: The Planning Commission held workshops on September 17, 2015, November 19, 2015 and December 17, 2015 to discuss these text amendments. An additional workshop was held with City Council on January 7, 2016. The Text Amendment (TA #15-03) was noticed in the Nugget Newspaper on February 3, 2016, at least two weeks prior to the February 18, 2016 Planning Commission hearing.

Staff finds that the proposed Text Amendment comply with all relevant policies provided within Goal 1 of the Comprehensive Plan.

Goal 2: Land Use Planning

2.4 POLICIES

3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and

CITY OF SISTERS
Planning Commission

Title: TA #15-03
Hearing Date: February 18, 2016

policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks -

a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: The City of Sisters has developed a unique community character in its commercial districts, and the City desires to maintain this unique character. The proposed amendments continue to protect the community's character, culture and economic vitality by ensuring a diversity of businesses with sufficient opportunities to locate in Sisters and for residential development standards to be better defined.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 2 of the Comprehensive Plan.

Goal 9: Economic Development

A. 9.4 POLICIES

1. The City shall guide growth in a manner that will result in a balance between economic and environmental interests.

Tasks -

a. The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, mixed use development, and requiring adherence to the Sisters Western Frontier Architectural Design for all types of development and signage. The Sisters Western Frontier Architectural Design Theme does not apply to the Sun Ranch Tourist Commercial District. In its place, a more historically accurate 1900s Rural Farm/Ranch House design standard applies. The City shall establish standards for this design theme in the Development Code.

**CITY OF SISTERS
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Response: The proposed text amendments include an amendment to the definition of Formula Food Establishments, amending the residential garage setbacks and development standards to be clearer and applied in a consistent manner, amendments to the development and density standards for multi-family development to promote more efficient use of the land, and reducing the minimum caliper size for planting of street trees. The amendments are intended to protect the community's culture and economic vitality by ensuring a diversity of businesses with sufficient opportunities to locate in Sisters and for clearer development standards for residential development and street tree planting.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1, 2, and 9 of the Comprehensive Plan.

3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.

Response: The amendments do not negatively affect public facilities, services and transportation networks.

4. Transportation Planning Rule (TPR) Compliance.

Legislative changes are reviewed to verify compliance with the TPR, which is found in Oregon Administrative Rules, Division 12, Section 660-012-0060.

SDC Section 4.7.600 Transportation Planning Rule Compliance

A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:

1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future traffic to exceed the capacity of "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the Transportation System Plan; or
2. Change the standards implementing a functional classification system; or

CITY OF SISTERS
Planning Commission

Title: TA #15-03
Hearing Date: February 18, 2016

3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility;

4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.

B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or

2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,

3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

Response: This change has no significant effect on either the Comprehensive Plan or any of the land use districts. Residential Densities will not be increased if this text amendment is approved. Additionally, the functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

During the workshops on September 17, 2015, November 19, 2015 and December 17, 2015 the Planning Commission discussed these amendments to the Development Code. Public comments were received by Mr. Peter Hall during the December 17, 2015 workshop, specifically in regards to the reduced alley setbacks for garages that 20' in width or greater. Mr. Hall spoke in favor of the reduced setback of 10'. No other written comments were received. The Text Amendment (TA 15-03) was noticed in the Nugget Newspaper on February 3, 2016, two weeks prior to the February 18, 2016 Planning Commission hearing.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA #15-03 and are available for review at the City of Sisters City Hall:

1. Staff Report
2. DLCD Notice
3. Final Resolution 2016-02

March 3, 2016

Honorable Mayor Chris Frye
City Council Members
City of Sisters
520 E. Cascade Avenue
Sisters, OR 97759



RE: TA 15-03

Dear Council Members:

I am writing in support of a Text Amendment designed to alter the setbacks for alley-fed garages in Residential zones from 20' to either 4' or 5'.

I am an architect and urban planner. For the last twenty five years I have focused primarily on affordable housing for non-profit developers and lower cost housing for private developers and some mixed residential commercial developments. In this capacity I have worked with zoning codes in a dozen cities. Most communities I have worked in were interested in increasing density and affordability where appropriate. To do so, reduced setbacks, minimum lot sizes and flexibility were key to achieving attractive lower cost homes.

It has come to my attention that in Sisters, currently the rear yard setback for garages from a public or private alley is 5' when side-loaded, and 20' when front-loaded. I have worked in several cities that encourage using alleys. In all cases they require only either a 4' or 5' setback from the alley to the face of the garage. This allows for sufficient back up room on a 20' wide alley and discourages anyone from parking behind the garage door and blocking the alley. It is appropriate to allow a 20' setback when a city will count a parking space in tandem on that driveway. I encourage you to continue to allow a 20' setback but ask that you change your code to allow a minimum of either 4' or 5'. This will provide the needed flexibility for an architect and builder to find the right solution for a particular site.

A reduced setback from 20' to 4' or 5' will allow a developer to increase the density of a lower cost development to the approximate range of 8 units to 13 units per acre for detached homes. In addition the reduction will allow for more landscaping and less impervious surfaces. I hope you will approve this change.

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine Austin".

Katherine Austin, AIA, Architect

March 7, 2016

Patty Cordoni – Principal Broker

Cascade Sotheby's Int'l Realty

Sisters, OR 97759

To: City Council

Re: Proposed Text Amendment to reduce rear yard/garage setback when alley loaded

As an active Broker in Sisters and having knowledge of builder requirements and Buyer needs, the smaller lots in residential zones would greatly benefit from reduced setbacks.

By reducing rear yard setbacks, this allows for more efficient use of the land for the home and landscaping of back yards. This would also allow for the reduction of tree removal in the area.

Please adopt 5' setbacks for either front-loaded or side-loaded garages as both allow proper access when backing up.

Sincerely,
Patty Cordoni

Patty Cordoni
Managing Principal Broker
431 E Cascade Ave
Sisters, Oregon 97759
541.583-2477
patty.cordoni@cascadesothebysrealty.com
CascadeSothebysRealty.com

Kathy Nelson

From: Chawna Ashenbrenner- Monaghan <chawna4@yahoo.com>
Sent: Monday, March 7, 2016 12:26 PM
To: Kathy Nelson
Subject: Proposed Text Amendment to reduce rear yard/garage setback when alley loaded

I am a current active broker in the Sisters area and would like to express my opinion regarding reducing rear yard garage setbacks when alley loaded. I believe that the smaller lots in residential zones would benefit from reduced setbacks.

By reducing rear yard setbacks, this would allow for better use of the land for house and the landscape of the backyards and would also require less trees to be removed. This would also allow to keep the cost per square footage selling price down.

Thank you for your time.

Chawna Monaghan

Broker
Seller Representative Specialist, Resort and Second Property Specialist
Cascade Sotheby's International Realty
503-705-5494
chawna.monaghan@bendluxuryhomes.com



AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: March 10, 2016

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: Request for Proposals – 2016 Transportation System Plan Update

Action Requested/Recommendation: By motion, approve the attached Request for Proposal (RFP) for Consultant services for the 2016 Transportation System Plan Update, the proposed evaluation criteria and selection committee.

Background: In 2010 the City Council adopted the current Transportation System Plan (TSP). The City selected and contracted with DKS Associates to prepare the plan. A Project Advisory Committee (PAC) was formed to oversee and guide the creation of the plan with Community workshops held in order to provide ongoing public input throughout the TSP update process. Staff is recommending a similar process for this update and if Council deems necessary a PAC can be formed with previous and/or new participants that would be approved by the Mayor and Council.

The primary goal of this project is to update the list of projects and associated costs in the City's Transportation Plan with specific focus on the eastern portion (Locust to city limits) of the city's transportation system. The TSP update must produce the information, in terms of technical analysis and community input, needed to give the Sisters City Council the best information available to make decisions on difficult issues.

Of equal importance is the need to look at future development and identify future city streets, evaluate existing standards for street widths and bicycle routes, review access management policies and update the modal plans particularly for bicycle and pedestrian systems as noted above.

RFP Process:

- A. Proposals will be received and then reviewed by a committee approved by Council.
- B. Two or more proposers may be selected for oral interviews.
- C. A single firm or group will be identified, costs of services will be negotiated and a recommendation will be presented to the City Council for its consideration. After the Council's action, the firm or group will enter into a Professional Services Contract with the City (Attachment B).
- D. The City of Sisters may reject any proposal not in compliance with all of the prescribed public proposal procedures and requirements and may reject for good cause any or all proposals in accordance with ORS 279B.100.

Evaluation Criteria

The following factors will be considered in evaluating proposals:

• Professional qualifications of the firm and key staff	20 pts
• Experience in the creation of Transportation System Plans	10 pts
• Familiarity with state and federal highway policies	10 pts
• Familiarity with ODOT policies, processes and personnel	10 pts
• Overall project approach and public involvement process	30 pts
• Project timelines and successful project management	10 pts
• Proposed fee for services	<u>10 pts</u>
Total Score	100 pts

Tentative Selection Schedule

RFP Issued.....	March 16, 2016
Proposals Due	April 13, 2016
Interviews	April 20-27, 2016
Preliminary Selection & Contract Negotiations.....	May 2-6, 2016
Contract Awarded by City Council	July 14, 2016
Agreement Executed, Notice to Proceed & Contract Signed.....	July 15, 2016

Note: This is a tentative schedule. The City reserves the right to modify the schedule with the selected party(ies).

The Selection Review Committee will be comprised of five members; City Manager, Public Works Director, City Engineer, Community Development Director and a City Councilor.

Financial Impact: The financial impact will be determined when the proposals are received, evaluated and cost of services negotiated. The negotiated costs will be presented to the 2016/17 Budget Committee for consideration. Staff may choose to issue additional RFP(s) for work that is more specialized (sub-contracted work) if it can produce cost savings and/or time efficiencies.

Attachments: Attachment A – 2016 TSP Update RFP

Concurrence: CM: _____ A&F:  PW:  CDD: 

City of Sisters
Request for Proposals
for
Consultant Services

**2016 Transportation System Plan
Update**

Proposal due date:

April 13, 2016 @ 5:00 PM/PST

Confirmation of Receipt of RFP

Thank you for your interest in the City of Sisters RFP for its Transportation System Plan update. In the event addenda to the RFP are released, please give us confirmation that you have downloaded a copy of the RFP from our website (www.ci.sisters.or.us) and intend to respond to this solicitation. Kindly complete the information below and e-mail or fax this form back to:

Kathy Nelson, City Recorder
City of Sisters
520 East Cascade Avenue
PO Box 39
Sisters, OR 97759
knelson@ci.sisters.or.us
41) 323-5213 – Direct
(541) 549-0561 – Fax

Yes, _____ has downloaded a copy of the RFP and is interested in
(Name of Firm)
receiving RFP addenda, if any is issued.

Firm Name _____

Contact Person _____

Address _____

Phone _____

Fax _____

E-mail _____

Introduction

The City of Sisters welcomes your interest in submitting a proposal for transportation planning, traffic engineering and public involvement services to update the City's Transportation System Plan. This Request for Proposal outlines the issues associated with this update, expectations for the process, proposal submission requirements and selection criteria. Ultimately, the successful proposer will best demonstrate the ability to address the issues knowledgeably and creatively, engage the community in educated problem solving and maintain that engagement, facilitate the process to identify options and arrive at preferred alternatives, manage the overall process according to schedule, and do so cost effectively and expeditiously.

Background

The City of Sisters Transportation System Plan (TSP) was prepared by DKS Associates during 2008-9 and adopted by the City in January 2010. The TSP recommended several transportation system improvements, some of which have been completed. The 2010 TSP projected a 2030 population forecast of approximately 4,700 people. This TSP Update needs to align the City's Comprehensive Plan population and growth assumptions with the updated Portland State Population Forecast. A copy of the Comprehensive Plan and the 2010 TSP can be found on the City's website at www.ci.sisters.or.us.

Alternate Route: Certain transportation improvements including the Alternate Route that were recommended in the 2010 TSP need to be re-tested to assure that the proposed improvements are still relevant with the revised traffic count projections. The 2010 TSP proposed the implementation of the Highway 20 Alternate Route as the preferred Highway 20 solution for addressing highway congestion. Cascade Avenue will continue to operate as the principal roadway during the majority of the year with the Alternate Route acting as a relief valve during peak congestion periods.

Signals v. Roundabouts: The 2010 TSP recommends either traffic signal or roundabout improvements at Barclay Drive and Hwy 20, and Locust Street and Hwy 20 and that a roundabout feasibility study be performed to analyze each intersection. In 2011, a feasibility study was completed that focused on the Barclay/Hwy 20 intersection and provided a recommendation for a roundabout to be installed at that intersection. Staff has worked with ODOT and the Motor Carrier Industry to develop a roundabout design that allows freight to maneuver oversize loads through the roundabout using a truck bypass. The Barclay/Hwy 20 Roundabout is funded with anticipated construction occurring in early 2017. The intersection improvement options and timing for the Locust/Hwy 20 intersection will need to be analyzed in this update as well.

Eastside Update: This TSP update will need to analyze not only the Locust St/Hwy 20 intersection but also intersections to the east (Jefferson/Hwy 20, Hwy 20/126, Buckaroo/Hwy 20 and Creekside Drive/Hwy 126). The eastern edge of town has experienced both commercial and residential development since the last update which has resulted in the need to analyze the volumes and their impact in this area.

The City would also like to develop a dedicated entrance into Creekside Park to help facilitate easier and safer access to the campground. This may require that the ODOT truck scales be moved west of town which staff has already entered into preliminary discussions with ODOT. The Hwy 20/126 intersection will need to be analyzed as well to determine how and where this entrance could be accommodated with or without the removal of the scales.

Currently there are no pedestrian and separated bicycle facilities east of Locust/Hwy 20 adjacent to either highway. With the increase in multi-modal users of the system entering and leaving the city to the east, connectivity recommendations will need to be included in the update as well.

Bike and Pedestrian Modes and Plans: The existing TSP provides lists of prioritized pedestrian and bicycle improvement projects throughout the City. The updated TSP should update the project lists, costs, and financial responsibilities associated with each project, and further, examine new opportunities for enhanced pedestrian and bicycle routes and safety needs, maps and routes. The updated TSP will need to update the Safe Routes to Schools Plan for the City. Analysis of safety conditions for drop off/ pick up locations, and safety conditions along school commute routes should be examined, and specific improvements to routes recommended. The consultant may be required to lead public workshops to generate input on plans, locations, and solutions. The proposal fee should include this work as a separate cost component.

Scope of Work

Due to the amount of growth and change in the City of Sisters, an update of the TSP is needed and a proposal should reflect this effort. However, special attention should be given to the following chapters:

- Review Chapter 2 – Goals and Policies
- Update Chapter 3 – Existing Conditions
- Update Chapter 4 – Future Conditions and Needs
- Update Chapter 5 – Pedestrian Plan
- Update Chapter 6 – Bicycle Plan
- Update Chapter 7 – Motor Vehicle Plan
- Update Technical Appendix as needed to support chapter revisions

The primary goal of this project is to update the list of projects and associated costs in the City's Transportation Plan with specific focus on the eastern portion (Locust to City Limits) of the city's transportation system. The TSP update must produce the information, in terms of technical analysis and community input, needed to give the Sisters City Council the best information available to decide on these difficult issues.

Of equal importance is the need to look at future development and identify future city streets, evaluate existing standards for street widths and bicycle routes, review access management policies and update the modal plans particularly for bicycle and pedestrian systems as noted above.

Public Involvement

The objective for the public involvement process is to be thorough, that the steps from beginning to end are clearly outlined in the proposal (and to the community) and that the process will result in decision makers receiving the best technical information and community input as they possibly can have. The details of a public involvement process will be left to the prospective consultant firm to propose. While a traditional citizen advisory committee may be used, the issues involved may require community involvement beyond this approach.

Submission Requirements

- A. **Five (5) copies of sealed proposals are required;** not to be opened until after the final submission date and hour noted below. Submissions shall become property of the City of Sisters without obligation. The City will not pay for any costs incurred by proposers in the preparation, submission and presentation of their proposals.
- B. Proposals must be received by **April 13, 2016 at 5:00 p.m.** Submit proposals in an envelope clearly marked **City of Sisters 2016 Transportation System Plan Update** to:

Kathy Nelson, City Recorder
City of Sisters
520 East Cascade Avenue
PO Box 39
Sisters, OR 97759

- C. In order to be considered for award, the proposer **must** complete all forms. The winning proposer must obtain a city business license.
- D. Mis-deliveries, late submittals, faxes or electronic submissions will not be accepted.
- E. If inquiries or comments by proposers raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

Proposal Requirements

Include the following in the proposal, tabbed and organized in the following order:

- A. Project Staff.
 - Name, address, phone number and email address of persons(s)/firm(s) responsible for the project as well as any key staff
 - Resumes setting forth qualification and history of the firm(s)/key personnel.
 - At least three project references for the firm and key personnel

- B. **Project Approach.** A statement of your understanding of the work required and the manner in which you plan to approach this project, including public involvement approach to engage the community and facilitate problem solving and decision making.
- C. **Fee for Services.** Cost proposal, by work tasks and deliverables.
- D. **Other.** Evidence of the required insurance and completed Authorized Signatures & Attestation form (Attachment B).

Evaluation and Selection Process

- A. Proposals will be reviewed by a committee representing the City and project stakeholders.
- B. Two or more proposers may be selected for oral interviews.
- C. A single firm or group will be identified and a recommendation will be presented to the City Council for its consideration. After the Council’s action, the firm or group will enter into a Professional Services Contract with the City (Attachment B).
- D. The City of Sisters may reject any proposal not in compliance with all of the prescribed public proposal procedures and requirements and may reject for good cause any or all proposals in accordance with ORS 279B.100.

Evaluation Criteria

The following factors will be considered in evaluating proposals:

• Professional qualifications of the firm and key staff	20 pts
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Tentative Selection Schedule

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Contract Awarded by City Council.....July 14, 2016
Agreement Executed, Notice to Proceed & Contract SignedJuly15, 2016

Note: This is a tentative schedule. The City reserves the right to modify the schedule with the selected party(ies).

Contact Information for Questions

Thank you for your interest in the City of Sisters. For questions about this Request for Proposals and background on this project, please contact Paul Bertagna, Public Works Director at 541 323-5212.

ATTACHMENT A

AUTHORIZED SIGNATURES AND ATTESTATION

I, the undersigned, an authorized representative of

whose address is:

have read and thoroughly understand the specifications, instructions, and all other conditions of the Request for Proposal issued by the City of Sisters for the 2016 Transportation System Plan Update. Acting on my behalf of myself, firm or team listed above, I do attest that the services offered by us shall meet the City of Sisters specifications in every respect, (check one) _____ without exceptions _____ with exceptions (please explain.)

We, therefore, offer and make this bid to furnish the City of Sisters Transportation System Plan Update detailed in our proposal at the price indicated.

Firm Name: _____

Firm Address: _____

Firm Name: _____

Firm Address: _____

Firm Name: _____

Firm Address: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Attachment B

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made and entered into this day of _____, 2016 by and between the City of Sisters, a municipal corporation of the State of Oregon ("City") and _____ ("Consultant").

RECITALS

- A. City needs the services of a Consultant or team with the particular training, ability, knowledge, and experience possessed by the Consultant or team.
- B. The parties agree that Consultant shall provide City with such services, on a nonexclusive basis, subject to certain conditions.
- C. The parties agree to set forth the terms and conditions of their agreement in this Professional Services Contract ("Contract").

AGREEMENT

SCOPE OF WORK. The Scope of Work including the delivery schedule for such Work is contained in Exhibit "A" attached and incorporated by reference into this Contract. Contractor agrees to perform the Work in accordance with the terms and conditions of this contract.

EFFECTIVE DATE AND DURATION OF CONTRACT. This Contract shall become effective on the date shown above. Unless earlier terminated, this Contract shall remain in full force and effect until _____, 20__ on which date it shall expire, unless extended in writing by City. However, such expiration shall not extinguish or prejudice the City's right to enforce this Contract with respect to (i) breach of a contract warranty; or (ii) any default or defect in the Consultant's performance that has not been cured.

PAYMENT. City agrees to pay Consultant fees relating to Consultant's performance under this Contract as follows:

Total payment of fees under this Contract shall not exceed _____ Dollars and ____ Cents (\$_____) in accordance with the Consultant's fee schedule shown in attached Exhibit "A" to the Contract.

The Consultant shall submit monthly billings for work performed. The billings shall describe all work performed, by whom it was performed and shall itemize and explain all expenses for which reimbursement is claimed. No payment will be made for any services performed before the beginning date or after the expiration date of this Contract.

City shall pay Consultant for the amount billed each month within thirty (30) days after receiving Consultant's billing. City shall not pay any amount in excess of the compensation amounts set forth above nor shall City pay Consultant any fees or costs which City reasonably disputes or which Consultant fails to provide in the proper format and manner as required above.

CHANGES. Neither this Contract, including any of the contract documents, shall be waived, altered, modified, supplemented, extended or amended, in any manner whatsoever, except by written instrument, executed by both parties.

INDEPENDENT CONTRACTOR STATUS. Consultant shall be free from direction and control over the means and manner of providing the labor or service, subject only to the specifications of the desired results. Consultant is responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.

Consultant agrees and certifies that:

Consultant is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to any payments made under this Contract.

Consultant is not eligible for any federal social security, unemployment insurance payments. Consultant is not eligible for any PERS or workers' compensation benefits from compensation or payments made to Consultant under this Contract.

Consultant agrees and certifies that it is a corporation in good standing and licensed to do business in the State of Oregon.

OTHER CONTRACTORS. City may undertake or award other contracts for additional or related work, and Consultant shall fully cooperate with such additional contractors and with any City employees concerned with such additional or related work, and shall coordinate the performance of work under this Contract and contract documents, with such additional or related work. Consultant shall not commit or permit any act which will interfere with the performance of work by any other contractor or by any City employee.

SUBCONTRACTORS, ASSIGNMENT, SUCCESSORS-IN-INTEREST. Except as specifically authorized in the contract documents, Consultant shall not make any subcontract with any other party for furnishing any of the work and services contemplated under the contract documents or assign or transfer any interest in this Contract, without obtaining the express prior written consent of City. In any case, this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

NO THIRD-PARTY BENEFICIARIES. City and Consultant are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

COMPLIANCE WITH APPLICABLE LAW. Consultant shall comply with all federal, state and local laws and ordinances applicable to the work under this Contract.

INSURANCE. Consultant shall obtain prior to beginning any work under the Contract and shall maintain in full force and effect for the term of this Contract, at Consultant's expense, comprehensive general liability and automobile insurance policies for bodily injury, including death, and property damage, including coverage for owned, hired or non-owned vehicles, as applicable, for the protection of Consultant and the City of Sisters, its elected and appointed officials, officers, agents, employees and volunteers as additional insureds. The policies shall be primary policies, issued by a company authorized to do business in the State of Oregon and providing single limit coverage of \$1,000,000 or the limit of liability contained in ORS 30.260 to 30.300, whichever is greater. The policy shall provide that City will receive thirty (30) days' written notice of cancellation or material modification of the insurance contract at the address listed below. Consultant shall provide certificates of insurance to City before beginning work under the Contract.

PROFESSIONAL LIABILITY INSURANCE. In addition to other insurance requirements stated above, Consultant shall also provide City evidence of professional liability insurance in the amount of not less than \$1,000,000 combined single limit. Consultant shall notify City in the event of a cancellation or reduction in limits.

INDEMNIFICATION. Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the City harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Consultant's negligent acts, errors or omissions in the performance of professional services under this Contract and those of his or her sub-consultants or anyone for whom the Consultant is legally liable.

The City agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the City's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the City is legally liable, and arising from the project that is the subject of this Contract.

The Consultant is not obligated to indemnify the City in any manner whatsoever for the City's own negligence.

CONFIDENTIALITY. No reports, information and data given to or prepared or assembled by Consultant under the contract documents shall be made available to any individual or organization, except to the City without the prior written approval of City.

RECORDKEEPING. Consultant shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Consultant shall maintain any other records pertinent to this Contract in such a manner as to clearly document the Consultant's performance hereunder. All such fiscal records, books, documents, papers, plans, and writings shall be retained by Consultant and kept accessible for a minimum of three (3) years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

ACCESS TO RECORDS. Consultant agrees that City and its authorized representatives shall have access to all books, documents, papers and records of the Consultant which are directly related to the Contract for the purpose of making any audit, examination, copies, excerpts and transcripts.

GOVERNING LAW, JURISDICTION, VENUE. This Contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between City and Consultant that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the State of Oregon. If the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

OWNERSHIP OF WORK PRODUCT, LICENSE. All work products of Consultant that result from this Contract ("the work products") are the exclusive property of City.

This Contract shall not preclude Consultant from independently developing materials which may be similar to materials developed pursuant to this Contract.

ERRORS. Consultant shall perform such additional work as may be necessary to correct errors in the work required under this Contract without undue delays and without additional cost to City.

TERMINATION. This Contract may be terminated at any time by mutual consent of both parties, or by either party upon sixty (60) days' written notice, delivered by certified mail at the address listed in this Contract, or by facsimile at the facsimile number listed below, or in person.

The City shall within thirty (30) calendar days of termination pay the Consultant for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

ATTORNEY FEES. If a suit or action is filed to enforce any of the terms of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements provided by statute, any sum which a court, including any appellate court, may adjudge reasonable as attorney fees.

FUNDS AVAILABLE AND AUTHORIZED. City has sufficient funds currently available and authorized for expenditure to finance the costs of this Contract. In the event City fails to approve sufficient appropriations, limitations or other expenditure authority in the future, City may terminate this Contract without penalty or liability to City effective upon the delivery of written notice to Consultant, with no further liability to Consultant, except for services performed to the date of giving such termination notice.

SEVERABILITY. The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

FORCE MAJEURE. Neither City nor Consultant shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, City's or Consultant's reasonable control. Consultant shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

WAIVER. The failure of City to enforce any provision of this Contract shall not constitute a waiver by City of that or any other provision.

AUTHORIZATION. The person signing this Contract on behalf of Consultant hereby covenants and warrants he/she is authorized to do so and that his/her signature will fully bind Consultant to the terms and conditions of this Contract. Upon City's request, Consultant shall provide City with evidence reasonably satisfactory to City confirming the foregoing covenants and warranties.

MERGER/ACKNOWLEDGEMENT. This contract constitutes the entire agreement between the parties, no waiver, consent, modification or change of terms of this contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this contract. Consultant, by signature of its authorized representative, hereby acknowledges that he/she also has read this contract, understands it, and agrees to be bound by its terms and conditions.

CITY OF SISTERS:

CONSULTANT:

Address

Address

By _____

By _____

Date _____

Date _____

Phone _____

Phone _____

Fax _____

Fax _____

E-mail _____

E-mail _____